

EQ Self Assessment for Managers

This tool will help you become more aware of your emotional intelligence. Use the self-assessment in part one to gauge your own opinion of your EQ. This will help you brainstorm ideas for improving your EQ and creating an action plan in part two.

Remember though, that this is only a tool to help you identify your strengths and weaknesses – this is not a validated or reliable measure of your EQ.

Read the statements below and rate how strongly you agree on a scale of 1-5, where 1=strongly disagree and 5=strongly agree.

	STATEMENT	RATING
1	There is excellent communication within my team	
2	If a deadline is missed, I am not interested in <i>why</i> it didn't happen, only in <i>when</i> it will happen	
3	It is important to create opportunities for employees to socialise together	
4	When an employee performs below expectations I sit down with them and ask them about any problems they may be having	
5	I make a point of trying to understand how team members feel about aspects of the project and business	
6	I can't control my negative emotions during stressful situations	
7	It is important to coach team members	
8	I am a good listener	
9	I don't often share my feelings with team members	
10	I regularly show formal recognition of good work	
11	I ask team members for feedback about my leadership style	
12	I avoid meetings, as they are a waste of time	
13	I notice if a team member is behaving differently from normal	
14	I am not interested in employee's personal lives	
15	If a team member becomes angry with me, I react by getting angry too	
16	I praise team members who perform well	
17	I can often deal with small problems before they become big problems	
18	I know at least one personal detail about each person in my team	
19	I use my body language convey positive messages to team members	
20	If I bump into a team member in the kitchen or elevator, I am often at a loss as to what to talk about outside of work	

Scoring

- A. Write down your scores for the questions (or just add them up):

1____ 3____ 4____ 5____ 7____ 8____ 10____ 11____ 13____ 16____
17____ 18____ 19____

Total: _____

A high score on these statements means that you probably have a high EQ. So if you scored a 4 or a 5 then these are your strengths and you should continue to maintain these qualities. Focus on improving in areas where you scored 1 or 2. If there are not many 1s or 2s, then focus on building areas that you gave a score of 3.

- B. Write down your scores for the questions (or just add them up):

2____ 6____ 9____ 12____ 14____ 15____ 20____

A high score on these statements represents a low EQ. Any areas that you rated as a 4 or a 5 should be your key improvement areas. A low score means you should maintain the area.

Total: _____

- C. Now subtract your B score from your A score to get an indication of your overall EQ.

A – B = _____

What does your score mean?

Over 50: You are highly in touch with the emotional needs of your team

You are highly self-aware and understand the way emotions impact those around you. You are a skilled communicator, able to empathise with others, control your feelings and influence others. You are self-confident, motivated and committed to developing yourself and others.

Between: 35 – 49: You have a good understanding of others

You are conscientious and emotionally aware. You have a good grasp of your own emotions and often think about how other people's feelings influence their behaviour. You have a positive attitude, which enables you to motivate others and remain optimistic.

By developing your EQ even further, you could manage and regulate your own emotions, and easily empathise with others. This would enable you to manage conflict better, readily deal with change and become more resilient.

Between 1 – 34: You are aware of others, but could be better in-tune emotionally

You take an interest in others, but generally focus on your own feelings. You may not actively assess your emotions, instead behaving instinctively and regarding the outside world as acting upon you, rather than realising your attitude towards it is important too.

If you focused on improving your EQ, you could become self-aware, empathetic and socially skilled.

Under 0: Your emotional intelligence could be hindering your performance

You may regard emotions as irrelevant to the workplace, or perhaps you are just unaccustomed to thinking about how emotions impact people's productivity and morale. If you were to take an active interest in how you and others feel, you will start to understand behaviour better. Start with yourself, and by recognising your emotions you will soon develop in other areas emotionally.