**EMOTIONAL INTELLIGENCE APRAISAL QUESTIONS: PART I**

For each question, check one box according to how often you…………

**Never Rarely Sometimes Usually Almost**

**Always**

**Always**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. are confident in your abilities. |  |  |  |  |  |  |
| 2. admit your shortcomings. |  |  |  |  |  |  |
| 3. understand your emotions as they happen. |  |  |  |  |  |  |
| 4. recognize the impact your behavior has upon others. |  |  |  |  |  |  |
| 5. realize when others influence your emotional state. |  |  |  |  |  |  |
| Scoring area for questions  1 through 5 only |  |  |  |  |  |  |
| 6. play a part in creating the difficult circumstances you encounter. |  |  |  |  |  |  |

**Never Rarely Sometimes Usually Almost**

**Always**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7. can be counted on. |  |  |  |  |  |  |
| 8. handle stress well. |  |  |  |  |  |  |
| 9. embrace change early on. |  |  |  |  |  |  |
| 10. tolerate frustration without getting upset. |  |  |  |  |  |  |
| 11. consider many options before making a decision. |  |  |  |  |  |  |
| 12. strive to make the most out of situations, whether  good or bad. |  |  |  |  |  |  |
| 13. resist the desire to act or speak when it will not  help the situation. |  |  |  |  |  |  |
| Scoring area for questions 7  through 13 only. |  |  |  |  |  |  |
| 14. do things you regret when upset. |  |  |  |  |  |  |
| 15. brush people off when something is bothering you. |  |  |  |  |  |  |
| Scoring area for questions  14 through 15 only |  |  |  |  |  |  |

**Always**

**EMOTIONAL INTELLIGENCE APRAISAL QUESTIONS: PART 2**

For each question, check one box according to how often you…………

**Never Rarely Sometimes Usually Almost**

**Always**

**Always**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 16. are open to feedback. |  |  |  |  |  |  |
| 17. recognize other people’s  feelings. |  |  |  |  |  |  |
| 18. accurately pick up on the mood in the room. |  |  |  |  |  |  |
| 19. hear what the other person is “really” saying. |  |  |  |  |  |  |
| Scoring area for questions  16 through 19 only |  |  |  |  |  |  |
| 20. are withdrawn in social situation. |  |  |  |  |  |  |

**Never Rarely Sometimes Usually Almost**

**Always**

**Always**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 21. directly address people in difficult situations. |  |  |  |  |  |  |
| 22. get along well with others. |  |  |  |  |  |  |
| 23. communicate clearly and effectively. |  |  |  |  |  |  |
| 24. show others you care what they are going  through. |  |  |  |  |  |  |
| 25. handle conflict effectively. |  |  |  |  |  |  |
| 26. use sensitivity to another person’s feelings to manage interactions  effectively. |  |  |  |  |  |  |
| 27. learn about others in order to get along better  with them. |  |  |  |  |  |  |
| Scoring are for questions 21  through 27 only |  |  |  |  |  |  |
| 28. explain yourself to others. |  |  |  |  |  |  |

**SCORING YOUR RESULTS: SELF-AWARENESS SCORE**

Congratulations, your survey is complete. You will now score your results in four. Begin here with the first part, which consists of questions 1-6 on page five.

**Step One:** For questions 1-5 only, add up the number of checks in each column and write the totals in the shaded area directly below question #5 on page five. Transfer this directly to the Column A on this page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | COLUMN A | COLUMN B | COLUMN C |
| Questions  1-5 | Never |  | X 1 |  |
| Rarely |  | X 2 |  |
| Sometimes |  | X 3 |  |
| Usually |  | X 4 |  |
| Almost Always |  | X 5 |  |
| Always |  | X 6 |  |
| Question 6 | Never |  | X 1 |  |
| Rarely |  | X 2 |  |
| Sometimes |  | X 3 |  |
| Usually |  | X 4 |  |
| Almost Always |  | X 5 |  |
| Always |  | X 6 |  |
|  |  | X 4 |  |

Total Column C =

**Step Two:** In the non-shaded area of Column A on this page, enter a 1 next to the response you chose for question #6 on page five.

**Step Three:** Multiply each row of Column A by the number directly next to it in Column B. Write the answer for each row in Column C.

**Step Four:** Add up all the numbers in Column C and write the answer on the line next to the

phrase “Total Column C.”

**Step Five:** Find your total from Column C in the left-hand column of one of the tables to the right. Circle the number directly to the right of it. The number you circle is your Self-Awareness score. Self-Awareness is one of the four skills that make up emotional intelligence.

**Step Six:** Write your Self- Awareness score in the table on page.

|  |  |
| --- | --- |
| Column C | Self Awareness |
| 22 | 74 |
| 23 | 76 |
| 24 | 77 |
| 25 | 79 |
| 26 | 82 |
| 27 | 83 |
| 28 | 85 |
| 29 | 86 |
| 30 | 89 |
| 31 | 90 |
| 32 | 92 |
| 33 | 94 |
| 34 | 96 |
| 35 | 98 |
| 36 | 100 |

|  |  |
| --- | --- |
| Column C | Self Awareness |
| 6-7 | 10 |
| 8 | 14 |
| 9 | 21 |
| 10 | 26 |
| 11 | 33 |
| 12 | 39 |
| 13 | 46 |
| 14 | 52 |
| 15 | 58 |
| 16 | 61 |
| 17 | 64 |
| 18 | 67 |
| 19 | 70 |
| 20 | 72 |
| 21 | 73 |

**SCORING YOUR RESULTS: SELF-MANAGEMENT SCORE**

Now it’s time to score the next part of your results. This section covers questions 7-15.

**Step One:** For questions 7-13 only, add up the number of checks in each column and write the totals in the shaded area directly below question #13 on page five. Transfer this directly to the shaded area of Column D on this page.

**Step Two:** For questions 14-15 only, add up the number of checks in each column and write the totals in the shaded area directly below question #15. Transfer this directly to the non-shaded area of Column D on this page.

**Step Three:** Multiply each row of Column D by the number directly next to it in Column E. Write the answer for each row in Column F.

**Step Four:** Add up all the numbers in Column F and write the answer on the line next to the

phrase “Total Column F.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | COLUMN D | COLUMN E | COLUMN F |
| Questions  7-13 | Never |  | X 1 |  |
| Rarely |  | X 2 |  |
| Sometimes |  | X 3 |  |
| Usually |  | X 4 |  |
| Almost Always |  | X 5 |  |
| Always |  | X 6 |  |
| Question  14-15 | Never |  | X 6 |  |
| Rarely |  | X 5 |  |
| Sometimes |  | X 4 |  |
| Usually |  | X 3 |  |
| Almost Always |  | X 2 |  |
| Always |  | X 1 |  |

Total Column F=

**Step Five:** Find your total from Column F in the Left-hand column of one of the tables to the right. Circle the number directly to the right of it. The number you circle is your Self-Management score. Self-Management is one of the four skills that make up emotional intelligence.

**Step Six:** Write your Self Management score in the table.

|  |  |
| --- | --- |
| Column  F | Self- Management |
| 25 | 39 |
| 26 | 40 |
| 27 | 45 |
| 28 | 49 |
| 29 | 52 |
| 30 | 55 |
| 31 | 58 |
| 32 | 62 |
| 33 | 65 |
| 34 | 68 |
| 35 | 71 |
| 36 | 73 |
| 37 | 74 |
| 38 | 75 |
| 39 | 76 |

|  |  |
| --- | --- |
| Column  F | Self- Management |
| 40 | 78 |
| 41 | 80 |
| 42 | 82 |
| 43 | 85 |
| 44 | 87 |
| 45 | 91 |
| 46 | 92 |
| 47 | 93 |
| 48 | 94 |
| 49 | 95 |
| 50 | 96 |
| 51 | 977 |
| 52 | 98 |
| 53 | 99 |
| 54 | 10 |

|  |  |
| --- | --- |
| Column  F | Self- Management |
| 9-10 | 10 |
| 11 | 13 |
| 12 | 15 |
| 13 | 16 |
| 14 | 18 |
| 15 | 20 |
| 16 | 21 |
| 17 | 23 |
| 18 | 26 |
| 19 | 28 |
| 20 | 31 |
| 21 | 33 |
| 22 | 34 |
| 23 | 36 |
| 24 | 37 |

**SCORING YOUR RESULTS: SOCIAL AWARENESS SCORE. Now it’s time to score the last part of your results. This covers questions 16-20.**

**Step One**: For questions 16-19 on add up the number of checks in each column and place the total in the shaded area directly. Transfer this directly to the shaded area of Column G on this page.

**Step Two:** In the non-shaded portion of Column G, enter a 1 next to the response you chose for question.

**Step Three**: Multiply each row of Column G by the number directly next to it in Column H. Write the answer for each row in Column I.

**Step Four:** Add up all the numbers in Column Land write the answer on the line next to the phrase

“Total Column I.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | COLUMN G | COLUMN H | COLUMN I |
| Questions  16-19 | Never |  | X 1 |  |
| Rarely |  | X 2 |  |
| Sometimes |  | X 3 |  |
| Usually |  | X 4 |  |
| Almost Always |  | X 5 |  |
| Always |  | X 6 |  |
| Question 20 | Never |  | X 6 |  |
| Rarely |  | X 5 |  |
| Sometimes |  | X 4 |  |
| Usually |  | X 3 |  |
| Almost Always |  | X 2 |  |
| Always |  | X 1 |  |

Total Column I =

|  |  |
| --- | --- |
| Column I | Social  Awareness |
| 5 | 10 |
| 6 | 15 |
| 7 | 20 |
| 8 | 25 |
| 9 | 32 |
| 10 | 40 |
| 11 | 47 |
| 12 | 54 |
| 13 | 58 |
| 14 | 62 |
| 15 | 64 |
| 16 | 65 |
| 17 | 68 |

**Step Five:** Find your total from Column I the left-hand column of one of the tables to the right. Circle the number directly to the right of it. The number you circle is your Social Awareness score. Social Awareness is one of the four skills that make up emotional intelligence.

|  |  |
| --- | --- |
| Column I | Social  Awareness |
| 18 | 70 |
| 19 | 72 |
| 20 | 74 |
| 21 | 76 |
| 22 | 77 |
| 23 | 79 |
| 24 | 81 |
| 25 | 88 |
| 26 | 90 |
| 27 | 92 |
| 28 | 93 |
| 29 | 96 |
| 30 | 100 |

**Step Six:** Write your Social Awareness score in the table.

**SCORING YOUR RESULTS: RELATIONSHIP MANAGEMENT SCORE Now it’s time to score the**

**last part of your results. This covers questions 21-28.**

**Step One**: For questions 21-27 on add up the number of checks in each column and place the total in the shaded area directly. Transfer this directly to the shaded area of Column J on this page.

**Step Two:** In the non-shaded portion of Column J, enter a 1 next to the response you chose for question.

**Step Three**: Multiply each row of Column J by the number directly next to it in Column K. Write the answer for each row in Column I.

**Step Four:** Add up all the numbers in Column Land write the answer on the line next to the phrase

“Total Column L.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | COLUMN J | COLUMN K | COLUMN L |
| Questions  21-27 | Never |  | X 1 |  |
| Rarely |  | X 2 |  |
| Sometimes |  | X 3 |  |
| Usually |  | X 4 |  |
| Almost Always |  | X 5 |  |
| Always |  | X 6 |  |
| Question 28 | Never |  | X 6 |  |
| Rarely |  | X 5 |  |
| Sometimes |  | X 4 |  |
| Usually |  | X 3 |  |
| Almost Always |  | X 2 |  |
| Always |  | X 1 |  |

Total Column L =

|  |  |
| --- | --- |
| Column  L | Relationship  Management |
| 8 | 10 |
| 9 | 13 |
| 10 | 17 |
| 11 | 19 |
| 12 | 21 |
| 13 | 22 |
| 14 | 25 |
| 15 | 27 |
| 16 | 29 |
| 17 | 30 |
| 18 | 32 |
| 19 | 36 |
| 20 | 39 |
| 21 | 43 |

**Step Five:** Find your total from Column L the left-hand column of one of the tables to the right. Circle the number directly to the right of it. The number you circle is your Relationship Management score. Relationship Management is one of the four skills that make up emotional intelligence.

|  |  |
| --- | --- |
| Column  L | Relationship  Management |
| 36 | 77 |
| 37 | 78 |
| 38 | 80 |
| 39 | 83 |
| 40 | 84 |
| 41 | 86 |
| 42 | 87 |
| 43 | 89 |
| 44 | 91 |
| 45 | 93 |
| 46 | 95 |
| 47 | 96 |
| 48 | 100 |
|  |  |

**Step Six:** Write your Relationship Management score in the table.

|  |  |
| --- | --- |
| Column  L | Relationship  Management |
| 22 | 45 |
| 22 | 48 |
| 24 | 50 |
| 25 | 53 |
| 26 | 56 |
| 27 | 57 |
| 28 | 59 |
| 29 | 61 |
| 30 | 65 |
| 31 | 67 |
| 32 | 70 |
| 33 | 71 |
| 34 | 73 |
| 35 | 75 |

**Summary of My Emotional Intelligence Skills – Overall**

|  |  |
| --- | --- |
|  | Skill Score |
| **SELF – AWARENESS** |  |
| **SELF – MANAGEMENT** |  |
| **SOCIAL AWARENESS** |  |
| **RELATIONSHIP MANAGEMENT** |  |

Total of Skill Scores=

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sum of  Skill  Scores | Overall EQ  Score |  | Sum of  Skill  Scores | Overall EQ  Score |  | Sum of  Skill  Scores | Overall EQ  Scores |
| 40-48 | 10 |  | 259-262 | 65 |  | 331-334 | 83 |
| 49-68 | 15 |  | 263-266 | 66 |  | 335-337 | 84 |
| 69-88 | 20 |  | 267-270 | 67 |  | 338-341 | 85 |
| 89-108 | 25 |  | 271-273 | 68 |  | 342-344 | 86 |
| 109-128 | 30 |  | 274-277 | 69 |  | 345-348 | 87 |
| 129-148 | 35 |  | 278-281 | 70 |  | 349-352 | 88 |
| 149-167 | 40 |  | 282-285 | 71 |  | 353-356 | 89 |
| 168-187 | 45 |  | 286-289 | 72 |  | 357-360 | 90 |
| 188-203 | 50 |  | 290-293 | 73 |  | 361-364 | 91 |
| 204-211 | 52 |  | 294-297 | 74 |  | 365-368 | 92 |
| 212-219 | 54 |  | 298-301 | 75 |  | 369-372 | 93 |
| 220-227 | 56 |  | 302-305 | 76 |  | 373-376 | 94 |
| 228-238 | 58 |  | 306-309 | 77 |  | 377-380 | 95 |
| 239-242 | 60 |  | 310-313 | 78 |  | 381-385 | 96 |
| 243-246 | 61 |  | 314-318 | 79 |  | 386-389 | 97 |
| 247-250 | 62 |  | 309-323 | 80 |  | 390-393 | 98 |
| 251-254 | 63 |  | 324-326 | 81 |  | 394-396 | 99 |
| 225-258 | 64 |  | 327-330 | 82 |  | 397-400 | 100 |

**WHAT THE SCORES MEAN**

Scores on the Emotional Intelligence Appraisal come from a “normed sample.” That means your

scores are based on a comparison to tens of thousands of responses to discover where you fall relative to the general population. Read the following descriptions to better understand what your

scores mean about

|  |  |
| --- | --- |
| SCORE | MEANING |
| 90-00 | A STRENGTH TO CAPITALIZE ON  These scores are much higher than average and indicate a noteworthy strength.  These strengths probably bring maturity to you, or exist  because you have worked hard to develop them. Seize every opportunity to use these emotion interient behaviors to  maximize your success. You are highly competent in this skill,  so work to capitalize on it and achieve your potential |
| 80—89 | A STRENGTH TO BUILD ON  This score is above average. However, there are a few  situations where you don’t demonstrate emotionally  intelligent behavior. There are many things you are doing well to have received this score and a few that could be better with some practice. Study the behaviors for which you received this  score and consider how you can polish your skills. |
| 70-79 | WITH A LITTLE IMPROVEMENT, THIS COULD BE A STRENGTH  You are aware of some of the behaviors for which you received  this score and you are doing well other emotionally intelligent behaviors in this group are holding you back. Lots of people start here and see big improvement in their emotional intelligence once it’s brought to their attention. use this  opportunity to discover your potential and improve in the  areas where you don’t do as well. |
| 60-69 | SOMETHING YOU SHOULD WORK ON  This is an area where you sometimes demonstrate emotionally intelligent behavior but not usually. You may be starting to let people down. Perhaps this is a skill that doesn’t always come naturally for you or that you don’t use. With a little  improvement in this skill, your credibility will go way up. |
| 59 or below | A CONCERN YOU MUST ADDRESS  This skill area is either a problem for you, you don’t value it or you didn’t know it or was important The bad news is your  skills in this area are limiting your effectiveness. The good news about this discovery and choosing to do something about it is it will go a long way toward improving your emotionally  intelligent behavior. |