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## EI Questionnaire

Circle the choice that best represents your view.

1. What do you do when you become angry?
  - A. Shout and show my anger so the other person knows I am not happy
  - B. Keep it inside me and avoid confrontation.
  - C. Say something sarcastically, keep a stiff face and stop communicating with the other person
  - D. Take a deep breath, put myself in the other guy's positions and understand the motive
  
2. What do you think of self-talk?
  - A. It's a sign of madness.
  - B. I occasionally do self-talk, though most of my self-talk is criticism.
  - C. I actively use self-talk to find new solutions and get encouragement.
  - D. I use self-talk to think about technical details and planning.
  
3. Someone comes to you and starts complaining about the current setup in his/her workplace and seems quite annoyed.
  - A. Listen and nod.
  - B. Listen intently to understand the problem and then offer suggestions as best as you can.
  - C. Listen carefully, reflect using your own phrases to explain the situation as you understand and encourage more discussion.
  - D. Listen, but explain that you may not be the right person to talk to.
  
4. What do you do when you are bored?
  - A. Sleep.
  - B. Change environment and behaviour drastically to kick start my enthusiasm.
  - C. Go to a quiet room and reflect.
  - D. Find someone to interact with.
  
5. How much do you trust people?
  - A. I don't generally trust people.
  - B. I trust everyone unless they prove untrustworthy.
  - C. It all depends on them and the context.
  - D. They have to earn my trust.

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6. How much do you think others trust you?
- A. Everyone trusts me.
  - B. I don't really care as long as I get what I want.
  - C. I actively put a lot of effort to make sure others will trust me. I go to great length for this.
  - D. Trust is just a tool to use as necessary.
7. How does other people's emotional state affect you, such as being upset, in despair or bored?
- A. I am quite strong, it doesn't affect me at all.
  - B. I get easily affected by it and usually end up in the same state.
  - C. I try to understand them and talk to them to ease their pain. I may get slightly emotional, but I manage to control my pose.
  - D. I don't like emotional encounters, so I try to avoid them.
8. How do you evaluate yourself on being able to influence others?
- A. I have a strong presence and people usually look at me in groups expecting advice and commands.
  - B. I can influence those that I know well. As for others, I need to work on it.
  - C. I like to influence others, but I find it difficult to do so consistently.
  - D. I am not particularly good at it.
9. Do you freely offer help to others?
- A. Yes, when they need it.
  - B. Yes, when I know them.
  - C. No, unless I can actually help.
  - D. No, unless they ask for it.
10. Do you raise moral and get everyone to become more enthusiastic?
- A. I like to be good at this, but I am not.
  - B. Maybe once in a while is good, but excessive use takes a lot of employee time and is counter-productive.
  - C. I love giving motivational speeches and getting everyone energised.
  - D. I don't think these kinds of speeches have any effect. They are mere words and will be forgotten soon.

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11. Can you tell you are about to become emotional?
- A. Yes, I can usually spot the triggers and take appropriate actions.
  - B. No, I don't always see it coming. Sometimes, I am completely surprised.
  - C. I know certain triggers can make me emotional and I try to avoid these situations if I can.
  - D. It all depends on the situation, it's generally hard to tell.
12. Which one sounds better?
- A. I am the best.
  - B. I am good.
  - C. I am getting better every day.
  - D. Intention is more important than the result.
13. If you were a leader, what do you think about sharing your ideas with your staff?
- A. My staff are not always aware of what is going on, so explaining the direction isn't always easy or useful.
  - B. I will share my vision with my staff so they know where we are going.
  - C. If they are competent staff I expect them to understand where we are heading anyway, so I don't have to tell them everyday what they should do.
  - D. I can't discuss my true vision with them because it is sensitive and the ideas might fall into the hands of my competitors, something I want to avoid at all costs.
14. You are about to give a presentation. How do you feel?
- A. I get overwhelmed. I have butterflies in my stomach though I calm myself and think positively.
  - B. I enjoy giving presentations and I take it as another opportunity to practice public speaking and spreading my ideas.
  - C. I am afraid that I may completely fail, forget what I have to say and basically get stage freeze.
  - D. I don't give presentations.
15. Do you have temper?
- A. I don't get angry when I don't want to and so I usually don't get angry.
  - B. Sometimes I find situations unbearable, so I express my anger.
  - C. Anger is a tool. You can use it to show your personal view so others can correct their behaviour.
  - D. I don't have temper, but I do get angry sometimes and I try to calm myself down.
16. Does anyone come to you feeling comfortable to share their secrets with you?
- A. No, not much. I don't think people are comfortable sharing their secrets with others anyway.
  - B. My close colleagues share a lot with me, though I am not well known to people outside of my close group. I like to expand my network though.

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- C. I don't care what people do in their personal lives or what the latest gossips are. All I care is that they do their job properly and on time.
  - D. I am known as a trustable person, so many like to share their thoughts with me and I really enjoy it.

17. How do you motivate yourself?

- A. State what I want to do, plan it and walk through it.
- B. Go for a walk.
- C. Share my ideas with someone else, get them to give me feedback and brainstorm it until I get really excited about it.
- D. Go shopping or do something completely different like going on a holiday until I feel I really want to get back and do something big.

18. Can you remain calm when others are angry or show aggression?

- A. Anger is a sign of losing control, so I tell them to stop it, if necessary by showing anger in return.
- B. There is only one way you can deal with aggression; to show aggression in return. Otherwise they will be all over you.
- C. I tend to control myself most of the time, though sometimes it is really unfair and I need to respond in return.
- D. People get angry when they have something to say, so I listen.

19. Do you tend to lead conversations when with a group of people such as in meetings?

- A. I am a natural leader, so I tend to guide the conversation making sure everyone follows the correct set of topics I have in mind.
- B. I like everyone to have equal airtime so we can hear everyone's views. As a result I tend to listen very carefully to what others say and take initiative to make sure everyone had a chance to talk.
- C. It is always better to appear talkative than silent, so I tend to speak more than listen, but I make sure I am not the only one who speaks.
- D. I like to listen and observe initially to understand how people think and perhaps learn something new. Later, I would join to present my views as well.

20. What do you do when you are worried or upset?

- A. I like to go to a quiet room, relax and contemplate on my situation.
- B. I do something that energises me, like improving my image, wearing nice clothes, socialising, sports, etc.
- C. If I am upset, I tend to cry it out until I can get it out of my system.
- D. I go for a walk.

## Scoring Sheet

1. For each question, circle the number in the tables below that correspond to your answer. For example, if you answer B to questions 14, find questions 14 under Self-Management (second column) and circle the box for B which in this case has value of 1 in it.
2. Add all the numbers you have circled for each competency and right it under the total. This represents your score for that competency.

Self-Management			
Question ->	3	14	18
A	1	1	1
B	1	1	0
C	4	2	2
D	0	2	4

### Self-awareness

Question ->	1	2	11	14	Total
A	0	0	4	2	
B	2	1	1	4	
C	1	4	2	0	
D	4	1	0	0	

### Self-Management

Question ->	3	15	18	20	Total
A	1	4	1	0	
B	1	1	0	4	
C	4	0	2	0	
D	0	1	4	1	

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### Motivation

<i>Question -&gt;</i>	<i>4</i>	<i>12</i>	<i>13</i>	<i>17</i>	<i>Total</i>
<i>A</i>	0	1	1	2	
<i>B</i>	4	0	4	0	
<i>C</i>	0	4	0	4	
<i>D</i>	2	0	0	4	

### Social Awareness

<i>Question -&gt;</i>	<i>7</i>	<i>9</i>	<i>16</i>	<i>19</i>	<i>Total</i>
<i>A</i>	0	4	0	0	
<i>B</i>	1	2	2	4	
<i>C</i>	4	1	0	1	
<i>D</i>	0	0	4	2	

### Relationship Management

<i>Question -&gt;</i>	<i>5</i>	<i>6</i>	<i>8</i>	<i>10</i>	<i>Total</i>
<i>A</i>	0	1	4	1	
<i>B</i>	4	0	2	0	
<i>C</i>	1	4	1	4	
<i>D</i>	2	0	0	0	

**Interpretation of Scores:** Compare the scores with each other to see which areas you need to work on most and also use the following as a measure for each score.

Between 0 and 8:           Need to seriously work on it

Between 9 and 11:       Not bad, though you may need to improve on it

More than 11:            You are good in this