

Emotional Intelligence (EI) Self-Assessment Worksheet

What the Tool Is Used For

This self-assessment tool helps employees evaluate their mindset through the lens of emotional intelligence (EQ), focusing on four domains: Emotional Awareness, Emotional Management, Social Emotional Awareness, and Relationship Management. It's designed to increase self-awareness, identify personal strengths, and uncover areas for development in the workplace.

Why and When to Utilise the Tool

This tool is ideal to use during performance reviews, career planning conversations, or when facing work-related challenges. It's especially helpful for team members experiencing stress, interpersonal tension, or career stagnation. It encourages proactive development and helps reframe limiting mindsets into growth opportunities.

Expected Results

After completing this assessment, employees should expect to:

- Gain clearer self-awareness of their emotional responses
- Understand how their behaviour impacts others
- Identify patterns that may support or hinder performance
- Be better equipped to manage emotions under pressure
- Develop a personalised action plan for professional growth

Real-World Examples

Example 1:

Problem Statement:

Alex often reacted defensively when receiving feedback and found team meetings draining.

Assessment Outcome:

Low score in Emotional Management (19).

Result:

Alex recognised their difficulty in managing emotional triggers under pressure. After practicing mindfulness and journaling about feedback, they became more composed and open. Their participation in meetings improved, and they were invited to lead a project.

Example 2:

Problem Statement:

Priya was high-performing individually but struggled to connect with her team.

Assessment Outcome:

Low score in Relationship Management (21); high in Emotional Awareness (36).

Result:

Priya used her strength in self-awareness to identify her fear of being vulnerable. She began checking in with teammates and offering help, resulting in better collaboration and stronger peer trust.

 **MINDSET QUIZ (EMOTIONAL INTELLIGENCE SELF-ASSESSMENT)**

RATE EACH STATEMENT FROM 0 (STRONGLY DISAGREE) TO 4 (STRONGLY AGREE).

EMOTIONAL AWARENESS - TOTAL: _____

0	1	2	3	4	My feelings are clear to me at any given moment
0	1	2	3	4	Emotions play an important part in my life
0	1	2	3	4	My moods impact the people around me
0	1	2	3	4	I find it easy to put words to my feelings
0	1	2	3	4	My moods are easily affected by external events
0	1	2	3	4	I can easily sense when I'm going to be angry
0	1	2	3	4	I readily tell others my true feelings
0	1	2	3	4	I find it easy to describe my feelings
0	1	2	3	4	Even when I'm upset, I'm aware of what's happening to me
0	1	2	3	4	I am able to stand apart from my thoughts and feelings and examine them

SOCIAL EMOTIONAL AWARENESS - TOTAL:

0	1	2	3	4	I consider the impact of my decisions on other people
0	1	2	3	4	I can tell easily tell if the people around me are becoming annoyed
0	1	2	3	4	I sense it when a person's mood changes
0	1	2	3	4	I am able to be supportive when giving bad news to others
0	1	2	3	4	I am generally able to understand the way other people feel
0	1	2	3	4	My friends can tell me intimate things about themselves
0	1	2	3	4	It genuinely bothers me to see other people suffer
0	1	2	3	4	I usually know when to speak and when to be silent
0	1	2	3	4	I care what happens to other people
0	1	2	3	4	I understand when people's plans change

EMOTIONAL MANAGEMENT - TOTAL:

0	1	2	3	4	I am able to show affection
0	1	2	3	4	My relationships are safe places for me
0	1	2	3	4	I find it easy to share my deep feelings with others
0	1	2	3	4	I am good at motivating others
0	1	2	3	4	I am a fairly cheerful person
0	1	2	3	4	It is easy for me to make friends
0	1	2	3	4	People tell me I am sociable and fun
0	1	2	3	4	I like helping people
0	1	2	3	4	Others can depend on me
0	1	2	3	4	I am able to talk someone down if they are very upset

My EQ strengths! Mark your EQ total scores to assess your strengths and areas for improvement.

Domain	Score																				
Emotional Awareness	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Emotional Management	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Social Emotional Awareness	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Relationship Management	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Measure your effectiveness in each domain using the following key: 0 - 24 Area for Enrichment: <i>Requires</i> attention and development 25 - 34 Effective Functioning: Consider <i>strengthening</i> 35 - 40 Enhanced Skills: Use as <i>leverage</i> to develop weaker areas																					

Using your EQ strength - for your strongest EQ domain, give an example of how you demonstrate your strength in your daily life or work: _____

Effects of your EQ strength - for your weakest EQ domain, give an example of how this affects you AND others in your daily life or work: _____

Improving your EQ strength - for your weakest EQ domain, what steps can you take to strengthen yourself in this area? How will this benefit you in your daily life or work? _____

✓ Action Planning

Based on your weakest domain score, choose an action below or create your own:

Domain	Action Suggestion
Emotional Awareness	Keep a daily emotion journal to track patterns and triggers
Emotional Management	Practice deep breathing or short meditations during stressful moments
Social Emotional Awareness	Set reminders to ask teammates how they're doing each day
Relationship Management	Invite a colleague for coffee or lunch and practice active listening

Self-Reflection Prompt

Your Strongest EQ Domain:

- How do you use this strength at work? Provide a recent example:

Your Weakest EQ Domain:

- How does this impact you and others in your workplace interactions?

Your Commitment to Growth:

- What one thing will you do this month to improve your mindset and EQ in this domain?
