

EQ Assessment Worksheet
for



Colleague Feedback

Five Elements of Emotional Intelligence



Rate each sub-category in terms of:

- Importance - to success in their current role (H/M/L), and
- How you would rate them out of 5 (where 1 is low and 5 is high)

Importance (H/M/L)
Rating (Out of 5)

EQ categories and sub-elements	Importance (H/M/L)	Rating (Out of 5)
1. Self-awareness. <i>Recognising your own emotions and feelings, how you react under pressure and the effect you have on others.</i>		
Underpinning Self-awareness:		
• Self-confidence: sureness about your self-worth and capabilities.		
• Humility: appreciation of your weaknesses, influences and biases. The ability to acknowledge that you may not be 100% right. Humility is strength.		
• Observation: The ability to observe your emotions without judgement.		
• Self-honesty: Understand the right reason and the real reason for why you want to achieve the outcome.		
• Impact. Understand the effect you have on others.		

Importance (H/M/L)
Rating (Out of 5)

2. Self-control. <i>Managing disruptive impulses, how you react and how long an emotion lasts.</i>		
Underpinning Self-control:		
<ul style="list-style-type: none"> The realisation that it is you who generates your emotions, not the other party. The emotions you feel, their strength and what triggers them – are all within your control. 		
<ul style="list-style-type: none"> Detachment. The ability to stay slightly detached, emotionally. To be objective and look at the bigger picture. 		
<ul style="list-style-type: none"> Integrity. A desire to maintain standards of honesty and honour. 		
<ul style="list-style-type: none"> Adaptability. Handling change with flexibility. 		

Importance (H/M/L)
Rating (Out of 5)

3. Empathy. <i>Understanding others - how they think, feel and what they are trying to achieve. The ability to genuinely put yourself in their shoes and appreciate their point of view.</i>		
Underpinning Empathy:		
<ul style="list-style-type: none"> Respect for the other person – or at the very least, their position/viewpoint. 		
<ul style="list-style-type: none"> Understanding the implications of the change / achieving the outcome – for the business, the department, for you and for the other person. 		
<ul style="list-style-type: none"> Understanding the right reason and the real reason for them wanting to achieve their desired outcome. 		
<ul style="list-style-type: none"> Embracing and encouraging diversity of thought, background and experience. Avoiding echo chambers and encouraging ‘constructive disagreements’ and new ideas. 		
<ul style="list-style-type: none"> Social awareness. Reading a group’s emotional currents and relationships. 		

Importance (H/M/L)
Rating (Out of 5)

4. Relationship Management. <i>Developing the skills you need to deliver shared objectives.</i>		
Underpinning Relationship Management:		
• Listening to understand not just to reply.		
• Ability to deliver clear, relevant messages that are understood.		
• Scanning. The ability to gauge how an interaction is going in real time and pick-up on social cues.		
• Collaboration, cooperation and compromise. Willingness to compromise to find shared objectives. 'Winning' is only ever short term.		
• Managing conflicts and difficult situations with honesty <u>and</u> respect		

Importance (H/M/L)
Rating (Out of 5)

5. Motivation. <i>Of self and of others. Building clear goals, taking initiative, commitment and a positive, proactive attitude.</i>		
Underpinning Motivation:		
• Ability to motivate yourself.		
• Ability to motivate others.		
• Driven to achieve. Desire to deliver the required outcomes.		
• Willingness to initiate, manage and embrace change.		
• Optimism, positive attitude and proactive approach.		
• Clarity of what you are seeking to achieve – and why.		
• Understanding the implications of the change / achieving the outcome – for the business, the department, for you and for the other person.		