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**Emotional Intelligence
Inventory – Short (Self-Assessment)**

Genos Emotional Intelligence Inventory – Short (self-assessment)

Instructions

The Genos EI Inventory (Concise) has been designed to measure how often you believe you demonstrate emotionally intelligent behaviours at work. There are no right or wrong answers. However, it is essential that your responses truly reflect your beliefs regarding how often you demonstrate the behaviour in question. You should not answer in a way that you think sounds good or acceptable. In general try not to spend too long thinking about responses. Most often the first answer that occurs to you is the most accurate. However, do not rush your responses or respond without giving due consideration to each statement. Below is an example.

Q. I display appropriate emotional responses in difficult situations.

You are required to indicate on the response scale how often you believe you demonstrate the behaviour in question. There are five possible responses to each statement (shown below). You are required to circle the number that corresponds to your answer where...

1 = Almost Never

2 = Seldom

3 = Sometimes

4 = Usually

5 = Almost Always

When considering a response it is important not to think of the way you behaved in any one situation, rather your responses should be based on your typical behaviour. Also, some of the questions may not give all the information you would like to receive. If this is the case, please choose a response that seems most likely. There is no time limit; however it should take between 5-7 minutes to complete.

Genos Emotional Intelligence Inventory – Short

Below are a series of 14 statements. Please circle the number corresponding to the statement that is most indicative of the way you typically think, feel and act at work. If you make a mistake simply cross it out and fill in the correct response.

	Almost Never	Seldom	Sometimes	Usually	Almost Always
1. I appropriately communicate decisions to stakeholders.	1	2	3	4	5
2. I fail to recognize how my feelings drive my behavior at work	1	2	3	4	5
3. When upset at work, I still think clearly.	1	2	3	4	5
4. I fail to handle stressful situations at work effectively.	1	2	3	4	5
5. I understand the things that make people feel optimistic at work.	1	2	3	4	5
6. I fail to keep calm in difficult situations at work.	1	2	3	4	5
7. I am effective in helping others feel positive at work.	1	2	3	4	5
8. I find it difficult to identify the things that motivate people at work.	1	2	3	4	5
9. I consider the way others may react to decisions when communicating them.	1	2	3	4	5
10. I have trouble finding the right words to express how I feel at work.	1	2	3	4	5
11. When I get frustrated with something at work I discuss my frustration appropriately.	1	2	3	4	5
12. I don't know what to do or say when colleagues get upset at work.	1	2	3	4	5
13. I am aware of my mood state at work.	1	2	3	4	5
14. I effectively deal with things that annoy me at work.	1	2	3	4	5