



Providing Management Skills Training
Resources and Solutions throughout New England

Emotional Awareness Self-Assessment

This self-assessment is designed to help you evaluate your emotional intelligence (EQ) in the workplace. Answer each statement by selecting the response that best describes how you typically behave in professional situations. There are no right or wrong answers—just your personal experiences and habits. Take a moment to reflect on how you usually interact with others at work and respond honestly.

Thank you for taking this important step toward improving your emotional intelligence skills.

Instructions:

For each question, select the response that best describes how you respond or approach in typical workplace interactions. Choose the option that most accurately reflects your actions and attitudes. On a separate piece of paper or device, list numbers 1-10 and write your letter response to the corresponding numbered question. You will need these results to calculate your score.

Self-Assessment Statements

1. **When faced with a stressful situation at work, how do you usually manage your emotions?**
 - A. I stay calm, reflect on my emotions, and try to find constructive solutions.
 - B. I focus on resolving the issue quickly and minimize emotional involvement.
 - C. I may get frustrated or upset but try to regain control quickly.
 - D. I tend to avoid or ignore my emotions to push through the situation.

2. **How do you handle disagreements with team members?**
 - A. I actively listen to their perspective and collaborate to find a resolution.
 - B. I try to stay professional and keep the conversation focused on solutions.
 - C. I avoid engaging too much to prevent escalating the conflict.
 - D. I usually walk away or disengage when conflicts arise.

3. **How do you react when a team member gives you negative feedback?**
 - A. I take time to process the feedback and ask questions for clarity.
 - B. I acknowledge the feedback and try to improve on the specific points mentioned.
 - C. I may feel defensive but try to remain professional.
 - D. I dismiss the feedback and disregard it.

- 4. When working in a team, how do you support others emotionally?**
- A. I make an effort to understand their emotions and offer support when needed.
 - B. I provide practical help to resolve their issues.
 - C. I acknowledge their emotions but stay focused on task completion.
 - D. I avoid getting involved in others' emotional concerns.
- 5. How do you manage stress during periods of high workload?**
- A. I practice stress management techniques and maintain a positive mindset.
 - B. I focus on prioritizing tasks and keeping myself organized.
 - C. I get overwhelmed but try to push through the workload.
 - D. I struggle to manage my emotions and often feel burnt out.
- 6. When receiving positive feedback, how do you usually respond?**
- A. I express gratitude and use the feedback to boost my confidence.
 - B. I acknowledge the feedback but quickly move on to the next task.
 - C. I feel uncomfortable receiving praise but accept it politely.
 - D. I downplay the feedback and question whether I deserve it.
- 7. How do you approach conversations about sensitive topics with team members?**
- A. I approach these conversations with empathy, making sure to be respectful and thoughtful.
 - B. I stick to the facts and keep the conversation professional.
 - C. I try to minimize any discomfort by avoiding deeper emotional discussions.
 - D. I avoid discussing sensitive topics altogether to prevent conflict.
- 8. How do you handle a situation where your colleague's behavior is affecting your work?**
- A. I have a calm conversation with them to address the issue and find a solution.
 - B. I speak to them professionally and suggest changes that could help.
 - C. I keep quiet to avoid confrontation, hoping the situation resolves itself.
 - D. I complain to someone else or try to avoid working with that colleague.
- 9. How do you typically handle feedback from a supervisor?**
- A. I welcome it as an opportunity for growth and improvement.
 - B. I listen carefully and implement changes based on their suggestions.
 - C. I may feel defensive but try to accept the feedback constructively.
 - D. I tend to get discouraged or frustrated by the feedback.
- 10. How do you stay motivated to maintain a positive attitude when dealing with challenges at work?**
- A. I remind myself of the bigger picture and the value of my work.
 - B. I set small goals and focus on achieving them to maintain motivation.
 - C. I get discouraged but try to stay productive despite setbacks.
 - D. I struggle to stay motivated and often feel disconnected from my work.

Scoring and Interpretation:

Evaluate your responses based on the following guidelines:

Option A Responses: Suggest strengths in self-awareness, emotional regulation, and interpersonal skills.

Option B Responses: Indicate strengths in professionalism and problem-solving but may suggest a need for deeper emotional engagement.

Option C Responses: Highlight areas where you may benefit from improving emotional resilience and communication skills.

Option D Responses: May suggest opportunities for growth in emotional intelligence, especially in areas of stress management and conflict resolution.

Action Plan:

Identify Areas for Improvement: Reflect on the statements where you rated yourself the lowest. Consider why these areas are challenging for you and how you can improve them.

Set Learning Goals: Based on your self-assessment, set 2-3 specific, achievable learning goals for the next three months.

Seek Support: Find resources, such as training, coaching, or literature, to help you develop in the areas where improvement is needed.

Best Practices for Strengths and Areas of Improvement:

Strengths: Reinforce positive behaviors such as active listening, empathy, and self-regulation.

Areas for Improvement: Focus on developing skills like emotional resilience, handling conflict constructively, and stress management.

Use this self-assessment periodically to track your growth and adjust your strategies for ongoing emotional intelligence development.

Disclaimer

The content and results provided by this Self-Assessment are intended for informational and educational purposes only. They are designed to offer insights and recommendations to help you understand and improve your emotional intelligence.

Please be aware that the information presented is not a substitute for professional legal, medical, or psychological advice. The results of this assessment should not be interpreted as definitive or diagnostic. Always seek the advice of qualified professionals with any questions or concerns you may have regarding your emotional health, psychological well-being, or any other personal matters.

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