



# Emotional Intelligence and Mindfulness Questionnaire Preparation Guide



## Emotional Intelligence and Mindfulness Questionnaire

This guide is designed to help you understand what the Emotional Intelligence and Mindfulness Questionnaire (EIQ<sub>16</sub>-R) measures and how to complete it. The EIQ<sub>16</sub>-R assesses a person's emotional intelligence and mindfulness style and competencies.

The EIQ<sub>16</sub>-R will help you:

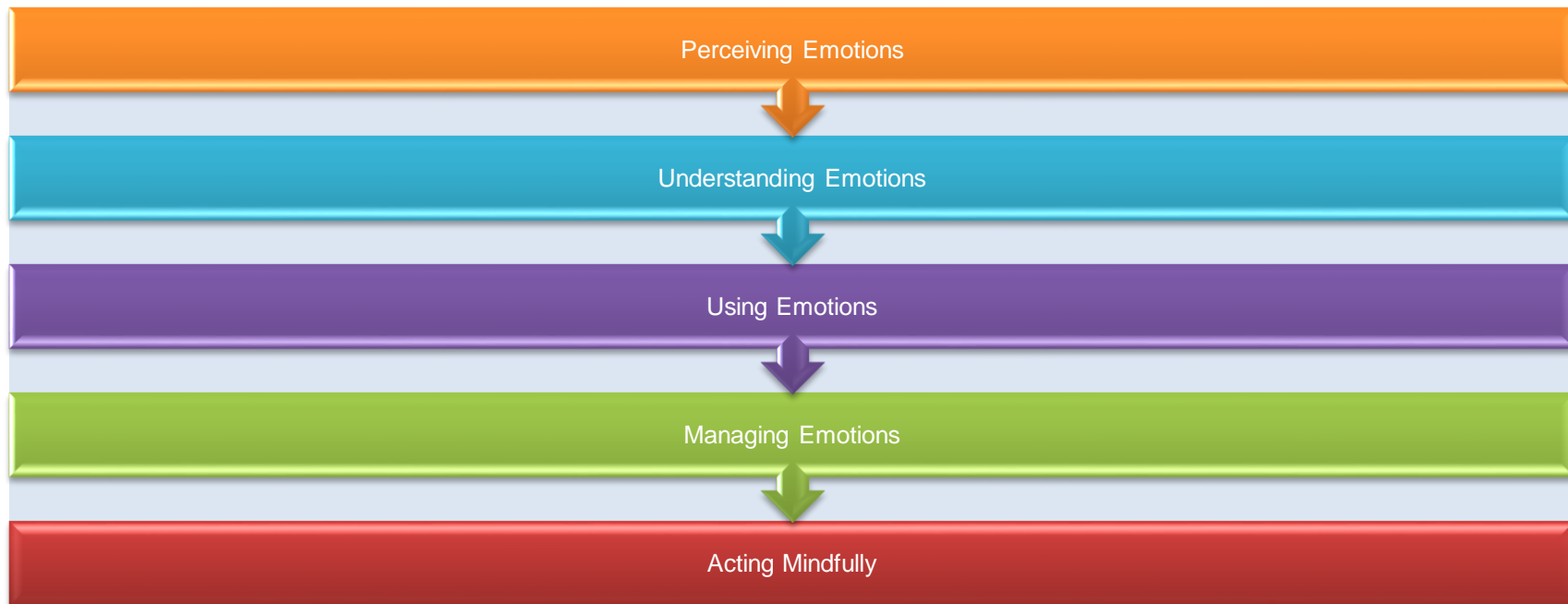
- benchmark your competencies against a large international comparison group of executives and managers;
- increase your awareness of how your competencies impact on your performance;
- understand the level you are currently operating at and identify areas you need to work on to improve your performance and reach your potential.

The EIQ<sub>16</sub>-R will help your organization:

- benchmark the emotional intelligence and mindfulness competencies of employees;
- identify which employees are suitable for advancement and which individuals need further development;
- design education programs to increase the competencies of employees and improve performance.

## What the Questionnaire Measures

The Emotional Intelligence and Mindfulness Questionnaire measures personal and emotional competencies covering five critical areas shown below.





## Completing the Questionnaire

The questionnaire is presented on-screen in blocks of 40 statements which you are asked to rate on a 5-point scale ranging from **Strongly Disagree** to **Strongly Agree**.

Please consider the following points when you are completing the assessment:

- do the questionnaire when you are alert and free from interruptions;
- enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement before you can go on to the next screen;
- complete the assessment from a work perspective as it is designed to throw light on your personal and emotional competencies at work;
- try to be as discriminating as possible by using the full range of options on the 5-point response scale;
- avoid trying to select responses that you think will present you in the most favorable light—there are checks built into the assessment to assess the openness and consistency of your answers.

## Feedback

The EIQ<sub>16</sub>-R feedback report provides a concise summary of your competencies along with practical tips and recommendations for performance improvement.