INTRODUCTION TO THE SHORT VERSION OF THE TRAIT EMOTIONAL INTELLIGENCE QUESTIONNAIRE (TEIQue Short Form)

This report provides you with information and guidance which can help you become more aware of your emotional intelligence. It provides a basis for development and training activities. Before going any further please read this introduction. It provides the background you need to understand and use your report.
What is emotional intelligence and why is it important

How well do we understand ourselves and other people? How do we approach crucial relationships? These are the issues in every aspect of our home, social and work life.

Much of our work success is based on our skills, knowledge and experience, but another crucial part depends on how we get on with colleagues, managers, direct reports, suppliers and customers. We need to understand ourselves and the way we come across, as well as understand what makes other people tick.

Emotional intelligence is important in a variety of work areas such as leadership and management, team and project work, and all types of customer relationship. It also affects our family and social life.

Background

This report is based on your responses to the short version of the emotional intelligence questionnaire. It is therefore a reflection of how you see yourself. Your scores have been compared to the responses of a representative UK population sample, then reported under the headings of four broad main factors.

Please note that the inferences made in this report are generalised and can be explored further by completing the full TEIQue form, which measures each component of the four factors in more depth.

Scores

Your scores are reported in three different banding categories: Above Average: includes scores that range from 70%-99%, Average: 30%-69%, Below Average: 1%-29%.

The use of the word “average” does not imply that you can achieve good or bad scores on this questionnaire. The percentages indicate how you responded as compared with the other people who filled in the questionnaire during its development.

There is no right or wrong way of using emotional intelligence. There are positive and negative implications for all the different scores on this questionnaire.

How to think about your report

Put the scores and these comments in the context of your life and work when you are thinking about them. Ask questions like: What am I trying to achieve? Where do I have problems in relationships with other people? What aspects of my emotional intelligence are particularly important in my work or personal life?

If you would like to explore this in more depth, we would recommend completing the full TEIQue questionnaire.

Uses

The Trait Emotional Intelligence Questionnaire is used for a number of purposes. Examples of these are: work and life coaching, talent development, appraisals, leadership training, measuring organisational commitment, organisational change and behaviour, recruitment and selection, and team building.

It is important that you understand why you have been asked to fill in the TEIQue Short Form and how the score will be used to benefit you.

This report has been produced by Thomas International. Further information can be obtained at http://www.thomasinternational.net

The TEIQue Short Form was developed by K. V. Petrides, PhD at the London Psychometric Laboratory in University College London (UCL).

Factor scores
Below are your scores on the four factors of the TEIQue Short Form. Trait emotional intelligence comprises of four broad categories called “factors”. These are: Well-being, Self-control, Emotionality and Sociability. Factors represent a level of measurement that is broader than that of facets. Facet scores are not included in this report as they are measured by the full TEIQue questionnaire.

The trade-off between the various levels of measurement (facet-factor-global) concerns breadth versus depth. At the facet level, descriptions are detailed and focused, whereas at the global level, descriptions give a broad overview. The factor level presented in this report provides a useful level of intermediate measurement and description.

Your scores on the TEIQue Short Form

The next part of the report gives descriptions of the global EI score and the four factors as well as an explanation of your results.

GLOBAL SCORE

The global score gives you a snapshot of your general emotional functioning. It alludes to your own perceived capacity to understand, process and use information about your emotions and the emotions of other people in your everyday life. It is important to note that the global score is very broad, but it is made up of more focused factor scores. These factor scores are included later in this report with commentaries highlighting strengths and areas of development as well as strategies you can adopt. Please refer to the factor scale for more detail about certain aspects of your general emotional functioning.

Average scores

Your global score suggests are in the average band: some people see themselves as more emotionally developed than you, while others view themselves as less emotionally developed. Your score is based on your own view of yourself and suggests that certain events and environments may challenge your capacity to understand, process, and utilise emotional information. At other times you will cope easily and well. It is important to note that the global score is very broad in comparison to the factor scores and the associated commentaries included in this report. Please refer to the factor scale for more detail about certain aspects of your general emotional functioning.

WELL-BEING

The Well-being factor comprises three different traits: Happiness, Optimism and Self-esteem. They measure how people judge their general level of life satisfaction. Well-being reflects people's perceptions of how cheerful and content they usually feel, whether they are optimistic about the future and how much they value themselves.
Your Well-being score suggests that you are likely to be more upbeat and fulfilled than most people. You are likely to enjoy life and expect positive things to happen to them. Higher levels of Well-being can help you remain confident in the face of adversity.

Answering the questions below will give you a better understanding of your Well-being score:

- How realistic are you when estimating of your abilities?
- Are you accurate about how quickly and easily you can achieve goals and positive outcomes?
- Do you have a tendency to be over-optimistic, self-satisfied or complacent?

Often others do not see the world as such a positive place and you may sometimes need to adapt to their view.

If at times you feel that things are not turning out as you expect, it might be useful to make a conscious effort to notice negative incidents that could provide you with a more realistic understanding of situations.

**SELF-CONTROL**

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The Self-control factor describes how far people think they can control their impulses or are controlled by them. It comprises three different traits: Impulse Control, Stress Management and Emotional Regulation.

It addresses a number of important questions:

- Do you resist urges and consider their consequences before acting?
- How well do you cope with stress in your personal and professional life?

**Average**

Your Self-control score suggests that you feel as comfortable controlling your emotions, impulses and stress as most people. Although you may give in to strong impulses, you generally know when it is appropriate to be spontaneous, and when careful planning is required.

Answering the following questions may give you a better understanding of your level of Self-control:

- Do you tend to remain relatively calm under pressure?
- When making decisions, are you inclined to combine more formal analysis with gut feeling?

There may be times when it is appropriate to either speed up the decision-making process or spend more time carefully considering the facts.

**EMOTIONALITY**
The Emotionality factor comprises four different traits: Empathy, Emotion Perception, Emotion Expression and Relationships. Together they indicate how aware you may be of your own emotions and feelings, as well as those of other people. Scores on these traits tend to reflect how highly you value this ‘emotional literacy’ and when and how you make use of it. Self-aware people, who use emotionality in a balanced way, respond compassionately towards the emotions and feelings of others at the right time. They also express their own feelings clearly and understandably and don’t let emotions and perceptions prevent them from thinking logically. These qualities are important in order to work effectively with other people.

**Average**

Your Emotionality score suggests that you are as likely to be aware of your own feelings and the feelings of others as most people.

Your score implies that you are comfortable expressing your internal emotional states to people in contexts which merit trust. Staying aware of the reactions of others when you are sharing feelings could be helpful since many people will have different levels of comfort with emotional openness.

Answering the questions below will give you a better understanding of your Emotionality score:

- Can you recognise the emotional signals other people give off or the emotional signals you are transmitting?
- Do you make objective decisions based on facts or on emotions? Can you think of examples?
- Can you think of situations where you have missed, ignored or misinterpreted emotional hints or signals? What were the results of this?
- In situations when your feelings overwhelm you, do you find that acknowledging and reflecting on them helps you to get them under control?

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**SOCIABILITY**

The Sociability factor describes how comfortable people feel in different social contexts, from parties and social gatherings to formal business meetings. In completing the questionnaire, you have suggested how confident you feel in dealing with diverse sorts of people, how far you believe you influence others, and how comfortable you are in arguing your corner. Sociability is an important factor in leadership positions. It helps leaders motivate a variety of people in order to achieve goals and resolve difficult situations and underperformance. The Sociability factor is a combination of Emotion Management, Assertiveness and Social Awareness traits.

**Below Average**
Your Sociability score suggests that you feel less comfortable in social contexts than most people. This may mean you particularly enjoy jobs which require concentration on process details and little social contact. However in many situations, dealing with other people is unavoidable.

You may find it beneficial to observe the way others are behaving in order to gauge the situation.

You seem to be more agreeable and accommodating than other people. This can be beneficial when a compromise has to be achieved in personal or work relationships. If you find it difficult to argue for your case in front of others, try to think of other ways to get your views across.

These questions will allow you to reflect on your behaviour related to Sociability:

- Do you like interacting with people from different backgrounds, with different skills and views?
- Are there types of people you don't like interacting with?
- How confident do you feel around people you do not know well?
- Do you enjoy quieter activities or socialising with small groups of people?
- Do you always stand up for your opinions or do you tend to give in to others who argue more? Can you think of examples?