

I-B-3. HOW SATISFIED AM I WITH MY JOB?

ANALYSIS

Scoring Key

To score this instrument, your responses to all 20 items were added.

Your score is:

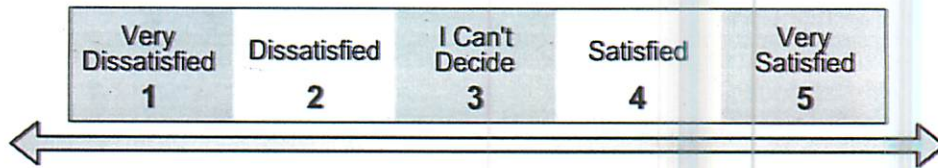
Kelly Thompson

Analysis and Interpretation

Job satisfaction is your general attitude about your job. High satisfaction tends to be related to lower levels of absenteeism and turnover. And, of course, high satisfaction is likely to spillover into raising your overall level of life satisfaction.

Studies using this instrument tend to find means in the 74 to 76 range. If you scored low, you might want to look at specific items in this questionnaire. Are there certain aspects of your job—supervision, pay, lack of advancement potential, coworkers, the work itself—that are causing problems? What, if anything, can be done to improve them? It may also be that your low satisfaction is due to you and not your job. That is, you may have a negative genetic predisposition toward life. So regardless of the job you're in, you may just tend to be unhappy.

My Answers



On my present job, this is how I feel about:

1. Being able to keep busy all the time.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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2. The chance to work alone on the job.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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3. The chance to do different things from time to time.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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4. The chance to be "somebody" in the community.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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5. The way my boss handles his/her workers.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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6. The competence of my supervisor in making decisions.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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Main body of handwritten text, appearing to be a list or series of notes, with some lines starting with 'The' and 'I'.

A section of handwritten text, possibly a sub-section or a specific entry, starting with 'The'.

Lower section of handwritten text, continuing the list or notes, with some lines starting with 'The' and 'I'.

7. Being able to do things that don't go against my conscience.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
8. The way my job provides for steady employment.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
9. The chance to do things for other people.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
10. The chance to tell people what to do.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
11. The chance to do something that makes use of my abilities.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
12. The way company policies are put into practice.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
13. My pay and the amount of work I do.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
14. The chances for advancement on this job.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
15. The freedom to use my own judgment.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
16. The chance to try my own methods of doing the job.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
17. The working conditions.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
18. The way my coworkers get along with each other.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
19. The praise I get for doing a good job.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
20. The feeling of accomplishment I get from my job.	Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied

Source: D.J. Weiss, R.V. Dawis, G.W. England, and L.H. Lofquist, *Manual for the Minnesota Satisfaction Questionnaire* (Minneapolis: University of Minnesota Industrial Relations Center, 1967). Evaluated in J.L. Price and C.W. Mueller, *Handbook of Organizational Measurement* (Marshfield, MA: Pitman, 1986), pp. 228-31.

1998-1999

Department of Health and Human Services

Office of the Inspector General

Washington, D.C. 20445

Attention: Director

Enclosed for the Director are

three copies of the report

dated 10/15/98.

Very truly yours,

John G. Thompson

Director

Enclosure

cc: [illegible]

Approved: [illegible]

IV-B-1. AM I ENGAGED?

ANALYSIS

Scoring Key

To score the measure, compute the sum of the nine items. Scores will range from nine to 45.

Your score is:

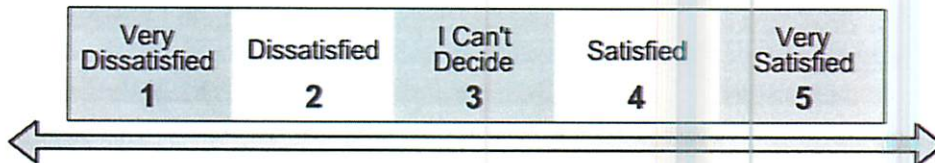
Interpretation

This scale measures work engagement, which is defined as a persisting, positive state of motivation and fulfillment. Your score on this measure can range from 9 to 45; the higher your score, the more engaged you are. Individuals who are engaged are willing to devote considerable time to their work, are dedicated and persist in the face of obstacles, feel inspired by and proud of their work, and become immersed and absorbed while performing their work.

High engagement thus sounds like a good thing to have. Not surprisingly, this "super motivation" has been linked to lots of positive outcomes in organizations. Employees who are engaged are more satisfied with and committed to their jobs, less absent, and less likely to quit than employees who are not engaged. Engaged employees also perform better and help others more than less engaged employees.

There are lots of reasons why some individuals are more engaged than others. For example, people find some jobs and tasks to be more engaging than others, such as those with a lot of variety and autonomy (see Job Characteristics Theory). If you find yourself feeling disengaged, try setting some specific but challenging goals for yourself. Also, following a tough, stressful day at school or at work, take some leisurely time off – the recovery is likely to make you more engaged the next day.

My Answers



1. When I get up in the morning, I feel like going to class.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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2. As far as my studies are concerned, I always persevere, even when things do not go well.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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3. I can continue to study for very long periods at a time.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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4. My study inspires me.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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5. I am enthusiastic about my studies.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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6. I find my studies full of meaning and purpose.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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7. When I am studying, I forget everything else around me.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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8. I am immersed in my studies.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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9. I feel happy when I am studying intensely.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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Source: Adapted from: W. B. Schaufeli, M. Salanova, V. Gonzalez-Roma, and A. B. Bakker, "The Measurement of Engagement and Burnout: A Two-Sample Confirmatory Factor Analytic Approach," *Journal of Happiness Studies*, 2002, 3, pp. 71-92.

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IV-D-1. HOW ARE YOU FEELING RIGHT NOW?

ANALYSIS

Scoring Key

To score the measure, first reverse-code items 6, 7, 8, 9, and 10 so that 1=5, 2=4, 3=3, 4=2, and 5=1. Then, compute the sum of the 10 items. Scores will range from 10 to 50.

Your score is:

Interpretation

This scale measures whether you are currently experiencing positive or negative emotions. Your score on this measure can range from 10 to 50, with higher numbers indicating that you are experiencing more positive emotions and lower numbers indicating that you are experiencing more negative emotions. If you took some of the other measures in this self-assessment library (such as those on personality and attitudes) more than once, your scores would probably be similar. In contrast, your scores on this measure may vary quite a bit from one day to the next. This is because the emotions we feel change regularly; we might feel happy or excited at one moment but sad or angry the next.

The emotions we experience have an influence on our behavior in organizations. In general, people and organizations tend to benefit from positive emotions. When we experience positive emotions, we tend to be more creative, more satisfied with our jobs, and more willing to help our coworkers. In contrast, when we experience negative emotions, we tend to be less motivated, more likely to find ourselves in interpersonal conflicts, and more likely to engage in deviant workplace behaviors. Interestingly, the emotions we experience can affect others too. Both positive and negative emotions can be contagious. So, displaying positive emotions around others can put those others in a good mood, while displaying negative emotions around others can put those others in a bad mood. Finally, research has shown that our personalities influence the emotions we regularly experience. While extraverted people tend to experience more positive emotions, neurotic people tend to display more negative emotions, even if they are exposed to the same event.

My Answers

- | | |
|-----------------|------------------------------------------|
| 1. Happy | <input type="text" value="very much"/> |
| 2. Cheerful | <input type="text" value="quite a bit"/> |
| 3. Delighted | <input type="text" value="a little"/> |
| 4. Excited | <input type="text" value="a little"/> |
| 5. Enthusiastic | <input type="text" value="a little"/> |
| 6. Distressed | <input type="text" value="moderately"/> |
| 7. Angry | <input type="text" value="moderately"/> |

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CHICAGO, ILLINOIS 60637

1960

1961

1962

1963

1964

1965

1966

1967

1968

1969

1970

8. Fearful

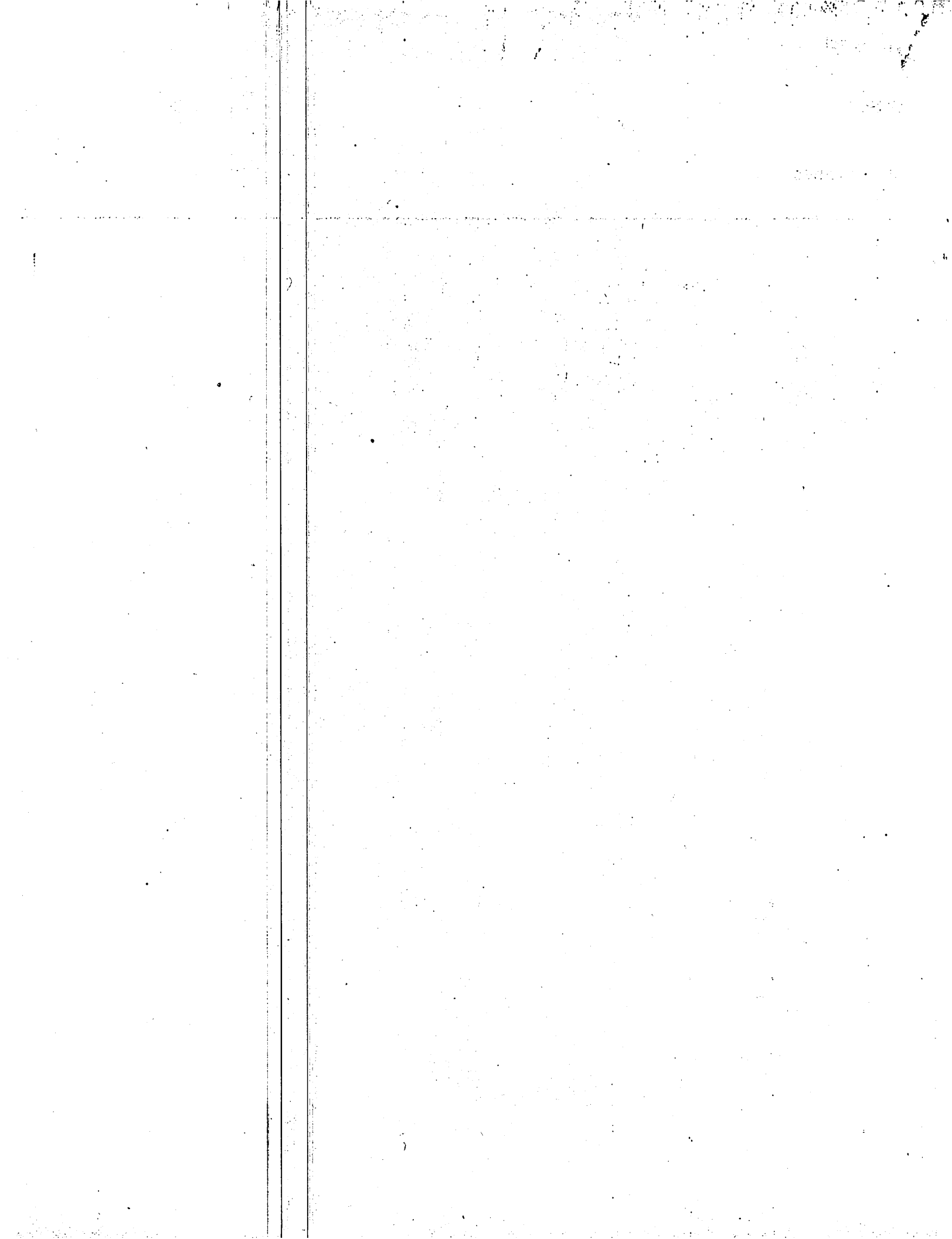
moderately

9. Sad

moderately

10. Ashamed

moderately



I-E-1. WHAT'S MY EMOTIONAL INTELLIGENCE SCORE?

ANALYSIS

Scoring Key

This score was calculated by adding your responses to the ten items, with items 2 and 3 reverse-scored (i.e., 5 points for a 1 and 1 point for a 5).

Your score is:

Analysis and Interpretation

Emotional intelligence (EI) is an assortment of skills and competencies that have shown to influence a person's ability to succeed in coping with environmental demands and pressures. People with high EI have the ability to accurately perceive, evaluate, express, and regulate emotions and feelings.

This questionnaire taps the five basic dimensions in EI: self-awareness (items 1 and 9), self-management (2, 4), self-motivation (3,7), empathy (5,8), and social skills (6,10).

Your score will fall between 10 and 50. While no definite cutoff scores are available, scores of 40 or higher indicate a high EI. Scores of 20 or less suggest a relatively low EI.

EI may be most predictive of performance in jobs such as sales or management where success is as dependent on interpersonal skills as technical ability. EI should also be relevant in selecting members to teams. People with low EI are likely to have difficulty managing others, making effective sales presentations, and working on teams.

Can EI be learned? A large part of an individual's EI is genetically based. However, you can improve on your EI. See, for instance, J. Segal, *Raising Your Emotional Intelligence* (Holt, 1997) and A. Simmons and J.C. Simmons, *Measuring Emotional Intelligence: The Groundbreaking Guide to Applying the Principles of Emotional Intelligence* (Summit, 1998).

My Answers

- | | |
|----------------------------------------------------------------------------|--------------------------------------------------------|
| 1. I am usually aware—from moment to moment—of my feelings as they change. | <input type="text" value="Agree"/> |
| 2. I act before I think. | <input type="text" value="Strongly agree"/> |
| 3. When I want something, I want it NOW! | <input type="text" value="Strongly disagree"/> |
| 4. I bounce back quickly from life's setbacks. | <input type="text" value="Strongly agree"/> |
| 5. I can pick up subtle social cues that indicate others' needs or wants. | <input type="text" value="Neither agree or disagree"/> |
| 6. I'm very good at handling myself in social situations. | <input type="text" value="Disagree"/> |

7. I'm persistent in going after the things I want.

Agree

8. When people share their problems with me, I'm good at putting myself in their shoes.

Agree

9. When I'm in a bad mood, I make a strong effort to get out of it.

Agree

10. I can find common ground and build rapport with people from all walks of life.

Neither agree or disagree

Source: Based on D. Goleman, Emotional Intelligence: Why It Can Matter More Than IQ (New York: Bantam Book, 1995).

IV-A-2. AM I A DELIBERATE DECISION-MAKER?

ANALYSIS

Scoring Key

To score the measure, first reverse-code items 1, 2, 3, 4, 5, and 6 so that 1=5, 2=4, 3=3, 4=2, and 5=1. Then, compute the sum of the 7 items. Scores will range from 7 to 35.

Your score is:

Interpretation

People differ in how they make decisions. Some people prefer to collect information, carefully weigh alternatives, and then select the best option, while others prefer to make a choice as quickly as possible.

This scale assesses how deliberate you are when making decisions. If you scored at or above 28, you tend to be quite deliberate. If you scored at or below 14, you tend to be rash. Scores between 14 and 27 reveal a more blended style of decision making.

How should decisions be made? The rational model states that individuals should define the problem, identify what criteria are relevant to making the decision and weigh those criteria according to importance, develop alternatives, and finally evaluate and select the best alternative. Though this sounds like an arduous process, research has shown that the rational model tends to result in better decisions.

If you tend to make decisions on a whim, you may want to be especially careful in auction settings, such as those found on the Web site eBay. The time pressures involved, along with the emotional arousal that comes with bidding, can result in "auction fever" and suboptimal decisions. Put simply, if you make quick, impulsive decisions, you may pay more than you should have.

Interestingly, personality is related to a person's decision-making style. Individuals who are deliberate and decisive tend to be high in emotional stability and high in conscientiousness, while individuals who are more impulsive tend to be low on these two traits. Thus, while your decision-making style is likely to be somewhat stable, following the rational model should help you to avoid making rash decisions.

My Answers

- | | |
|---------------------------------------------------|------------------------------------------------------|
| 1. I jump into things without thinking. | <input type="text" value="to a little extent"/> |
| 2. I make rash decisions. | <input type="text" value="to a little extent"/> |
| 3. I like to act on a whim. | <input type="text" value="somewhat"/> |
| 4. I rush into things. | <input type="text" value="somewhat"/> |
| 5. I don't know why I do some of the things I do. | <input type="text" value="to a very little extent"/> |
| 6. I act quickly without thinking. | <input type="text" value="to a little extent"/> |

7. I choose my words with care.

to a little extent

Source: Based on L. R. Goldberg, J. A. Johnson, H. W. Eber, R. Hogan, M. C. Ashton, C. R. Cloninger, and H. G. Gough, "The International Personality Item Pool and the Future of Public-Domain Personality Measures," *Journal of Research in Personality*, 2006, 40, 84-96.

IV-D-2. WHAT'S MY AFFECT INTENSITY?

ANALYSIS

Scoring Key

To score the measure, first reverse-code items 6, 7, 8, 9, and 10 so that 1=5, 2=4, 3=3, 4=2, and 5=1. Then, compute the sum of the 10 items. Scores will range from 10 to 50.

Your score is:

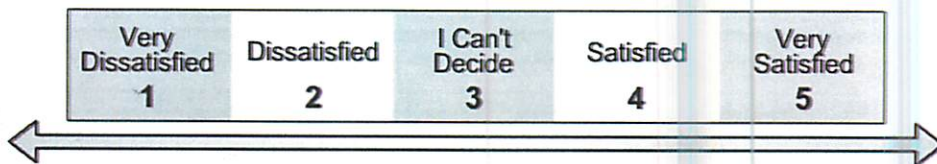
Interpretation

People differ in the strength with which they experience their emotions. Some individuals experience and display their emotions intensely, while others experience and display their emotions mildly. For example, while watching a sad movie, one person may burst into tears, while another person may not react at all. This scale assesses your emotional intensity. Your score can range from 10 to 50; the higher the score, the more emotionally intense you are.

Some individuals tend to be more emotionally intense than others. For example, neurotic individuals tend to have higher levels of emotional intensity than emotionally stable individuals; women tend to experience their emotions more intensely than men, and Americans tend to be higher in emotional intensity than Chinese.

Your level of emotional intensity can have implications at work. Jobs place different demands on individuals' emotions and their expression of those emotions. In some cases, high emotional intensity is required. Trial lawyers, actors, and sports commentators all need to display their emotions strongly or weakly depending on the circumstances. In contrast, air traffic controllers and judges are typically required to keep their emotions in check. Whether the emotion is positive or negative makes a difference too. Those in the service industry are often required to display high levels of positive emotions during encounters with customers, but to not display negative emotions. Often, attempting to display (or not display) an emotion contrary to what one is currently feeling can be stressful and taxing and may result in feelings of burnout.

My Answers



1. I experience my emotions intensely.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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2. I feel others' emotions.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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3. I am passionate about causes.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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4. I enjoy examining myself and my life.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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5. I try to understand myself.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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6. I seldom get emotional.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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7. I am not easily affected by my emotions.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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8. I rarely notice my emotional reactions.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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9. I experience very few emotional highs and lows.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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10. I don't understand people who get emotional.

Very Dissatisfied	Dissatisfied	I Can't Decide	Satisfied	Very Satisfied
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Source: L. R. Goldberg, J. A. Johnson, H. W. Eber, R. Hogan, M. C. Ashton, C. R. Cloninger, and H. G. Gough, "The International Personality Item Pool and the Future of Public-Domain Personality Measures," *Journal of Research in Personality*, 2006, 40, 84-96.