

# The Geneva Emotional COmpetence Test Manual v1.0

## 1. Introduction

The Geneva Emotional Competence Test (GEC<sub>o</sub>, Schlegel & Mortillaro 2018) is an online-only performance-based test to measure individual differences in emotional intelligence in the context of the workplace and organizations. The model of Emotional Intelligence used in the GEC<sub>o</sub> defines 4 central competences: 1) Emotion Recognition; 2) Emotion Understanding; 3) Emotion Management; 4) Emotion Regulation. These competences are considered to be distinct but correlated.

The GEC<sub>o</sub> consists of four subtests (110 items in total, duration 1 hour), each targeting one of these 4 four competences.

The **Emotion Recognition** subtest consists of 42 short video clips with audio in which actor express 14 different emotions. The clips are taken from the GENEVA Multimodal Emotion Portrayals (GEMEP, Bänziger, Mortillaro, & Scherer, 2012). After each clip participants are asked to choose which emotion was expressed by the actor. This subtest is a modified version of the Geneva Emotion Recognition Test (GERT, Schlegel, Grandjean, & Scherer, 2014).

The **Emotion Understanding** subtest consists of 20 items that describe work-related emotional situations experienced by another person. These vignettes were adapted from interviews with professionals and experts and are theoretically based on appraisal theory of emotions (see Schlegel & Mortillaro, 2018 for details). Test-takers are asked to choose which out of 14 emotions best describes the feeling that the person in the scenario experienced.

The **Emotion Management** subtest consists of 20 items that describe situations in which the respondents interact with another person (e.g., colleague, client, supervisor, intern) who experiences an emotion. As for emotion understanding, these vignettes were adapted from real world situations that we collected during the interviews with professional. Test-takers are asked what they would do in those scenarios by choosing one of five response options – each describing a concrete action based on different conflict handling strategies.

The **Emotion Regulation** subtest consists of 28 items that describe situations in which the respondents may experience a negative emotion, from three broad emotional categories (sadness/despair, fear/anxiety, anger/irritation). Test-takers are then asked to choose two of four response options that reflect the thoughts they would most likely have in that situation. Each item contains two adaptive and two

maladaptive emotion regulation strategies embedded in its response options. Participants receive one point for each adaptive strategy they chose.

In its current form the GECO always starts with the emotion recognition test (for technical reasons) followed by the other three text-only subtests presented in randomized order.

Participants can interrupt the GECO at any point and resume it from the last page/item they visited (unless they delete the cache memory of their browser between the sessions). Data are recorded on an item-by-item basis.

## 2. How to obtain access to the GECO

The GECO is freely accessible for academic research purposes only; any commercial, professional or personal use is forbidden.

In order to obtain access to the GECO, interested researchers should fill in, sign, and submit via email (to: [eri-cisa@unige.ch](mailto:eri-cisa@unige.ch)) the “*Agreement on the use of the Geneva Emotional Competence Test*” that you can download from our website at <https://www.unige.ch/cisa/emotional-competence/home/research-tools/geco/> **AND** a description of the project in which they intend to use the GECO (between ½ and 1 page).

The following conditions apply:

- The study involving the GECO must be run or supervised by a person with a stable academic appointment. Every person running the GECO must be listed in the signed *Agreement on the use of the Geneva Emotional Competence Test*.
- The GECO will be used only in the context of the study submitted to the Swiss Center Affective Sciences along with the signed agreement.
- No copies or any part of it will be made available to other researchers not listed in the agreement or distributed. It will not be displayed or made accessible in any form in a public space
- The researchers using the GECO have the responsibility to ensure that the study complies with all applicable data protection legislation and to obtain ethical approval from the appropriate institutional review board.

When signing the agreement, the researcher should indicate in which language she/he wants the test (currently it is available in English, French, and German). Due to technical limitations only one language can be chosen and cannot be changed by the participant.

### 3. How to use the GECO

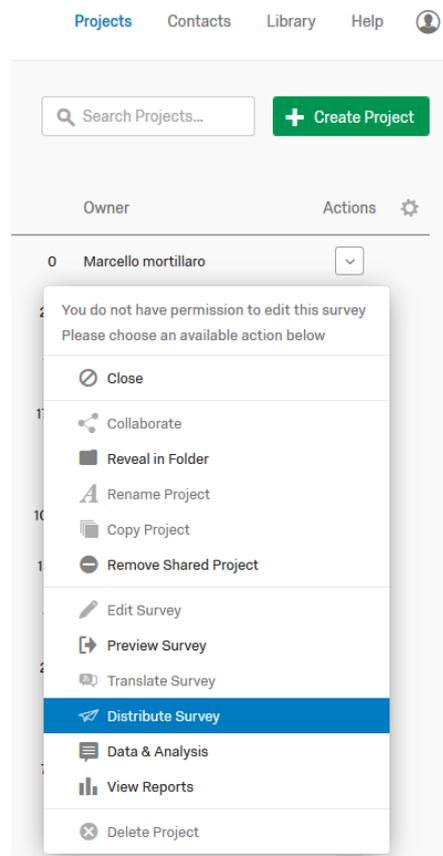
If all conditions specified in the user agreement are met and the request approved, the GECO will be shared via Qualtrics (Qualtrics is a registered trademark of Qualtrics, Provo, UT). Please, note that researchers must have a Qualtrics account and should provide the email address that is linked to the Qualtrics account.

The GECO will be shared with her/his Qualtrics account. The researcher will have the rights to distribute the survey to her/his participants and access the data collected at any time. Please note that it will not be possible to make any modifications to the test. In case the survey does not appear in the account, please try allowing pop-up windows.



When the GECO survey appears in your Qualtrics account, create a link to the survey by clicking on **“Actions”** → **“Distribute Survey”** → **Anonymous link**. You can send this link to participants or use it in the lab.

Please note: The “Preview Survey” option will not display the videos accurately. In order to try out the test, simply use the link created through “Distribute Survey”.



The version of the GECO that will be shared includes an **Identification field** that requires a response (any response from the respondent). It is responsibility of the researcher to provide the correct instructions to their participants on what to write in this field. If the test is completely anonymous and no ID is required, participants should be instructed to type anything.

Please enter your identification here:

Please note that the test will not include any consent form or any other field/question other than the items of the GECO. You should obtain the consent to participate in the study from your participants through a separate document, before the participants receive the link to the GECO. UNIGE does not process personal data through the GECO. It is the researcher's responsibility to ensure it complies with all applicable data protection legislation if it processes personal data through its use of the GECO.

Participants are then presented with some basic instructions and information about the test.

**Welcome!**

This test consists of four parts in which you will be asked to evaluate emotional situations at work and to interpret short video clips.

Please complete this test on a **laptop computer or Mac** (not on a tablet or smartphone), as the videos will not be correctly displayed otherwise.

You will need **headphones** or speakers.

If a video freezes, please refresh the page. If the videos do not play at all, please try a different browser and **deactivate any ad-block programs** or other software that might block your browser's access to external websites.

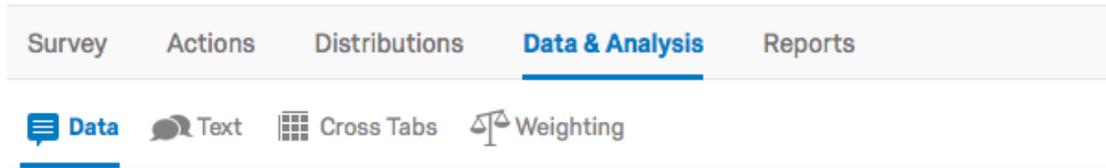
The test takes about one hour to complete. You may take short breaks between the four parts.

The questionnaire will then start with the Emotion Recognition subtest, followed by the three other subtests presented in random order.

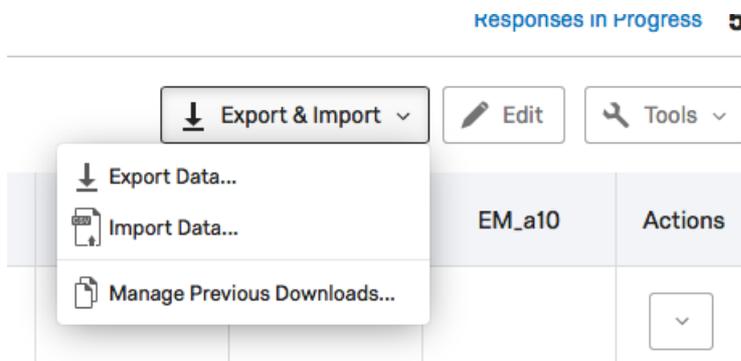
Before each subtest participants will receive instructions and an example of the response format for that specific subtest. Once finished one subtest, participants will be automatically redirected to the next subtest until all four subtests have been completed. Participants will be informed that they completed the test and no other feedback will be displayed.

## 4. Data and scores

At any time, the researcher can access the data that have been collected until that moment by clicking on the Data & Analysis tab on Qualtrics.



Data can be exported in different formats in the Export & Import menu:



Once selected “Export data” the following pop-up window will appear. We suggest using the data in the CSV, TSV or SPSS format.

Data files will be organized with one row per participant and one column per variable.

The identification codes inserted by the respondents are displayed in the column “ID” (one of the first variables in the beginning of the datafile). The following variables representing the **scores** can be found at the very end of the variable lists in CSV, TSV or SPSS format. The scores only get calculated if a participant completed the test.

- The column “ERec\_mean” is the score of the participant in the Emotion recognition subtest (from 0 to 1.00)
- The column “EReg\_mean” is the score of the participant in the Emotion Regulation subtest (from 0 to 1.00)
- The column “EM\_mean” is the score of the participant in the Emotion Management subtest (from 0 to 1.00)
- The column “EU\_mean” is the score of the participant in the Emotion Understanding subtest (from 0 to 1.00)
- The column “GEC0\_totalScore\_mean” is the overall score of the participant (mean score of all four subtests) (from 0 to 1.00)

- The column “GEC<sub>o</sub>\_knowledge\_mean” is the mean score of the EM, ERec, and EU subtests (from 0 to 100). This score includes the three subtests that are maximal performance tests (see GEC<sub>o</sub> article).

**These are the 6 scores that researchers should use in their study. For the sake of readability we suggest you to delete all other columns.**

If your specific research question requires an item-by item output, you should download the data in the SPSS legacy format (see above) and run an SPSS syntax that can be requested at [eri-cisa@unige.ch](mailto:eri-cisa@unige.ch).

**Please note that we do not provide support for Qualtrics-related issues.**

Please see the Qualtrics support page or contact their customer support if you have questions.

## References

Schlegel, K., & Mortillaro, M. (2019). The Geneva Emotional Competence Test (GEC<sub>o</sub>): an ability measure of workplace emotional intelligence. *Journal of Applied Psychology*, 104(4), 559-580. <http://dx.doi.org/10.1037/apl0000365>