

**THE EDINBURGH QUESTIONNAIRES**

(1982 edition, © J. Raven)

*Section 2 : Important Activities**Set 1, Groups A and B*

Please indicate how important it is to you to have a job in which you would do each of the following.  
To do this, please ring one number on each line under the answer which is right for you.

**Group A**

	IMPORTANCE			
	Very Important to me to do this	Important	Of Little or no Importance	Important to me not to do this
1. Take full responsibility for a particular task .....	1	2	3	4
2. Persuade other people to support my ideas .....	1	2	3	4
3. Plan and present my case to others .....	1	2	3	4
4. Use my judgement and intuition in areas where it is good .....	1	2	3	4
5. Be inventive and creative .....	1	2	3	4
6. Introduce new products, services or technical innovations .....	1	2	3	4
7. Try out new ways of doing things to see if they work .....	1	2	3	4
8. Study other people's reactions to my behaviour, goods or services .....	1	2	3	4
9. Set myself challenging targets and study how well I am reaching them .....	1	2	3	4
10. Pay attention to detail .....	1	2	3	4
11. Develop new skills as I go along .....	1	2	3	4
12. Find the resources/techniques I need to do my job well .....	1	2	3	4
13. Establish a network of contacts, in order to keep up with developments .....	1	2	3	4
14. Build up a unique store of specialist information .....	1	2	3	4
15. Put forward new arguments or controversial suggestions .....	1	2	3	4
16. Question the views of experts/authorities .....	1	2	3	4
17. Take responsibility for organising an office or department .....	1	2	3	4
18. Try to find better ways of thinking about things .....	1	2	3	4
19. Work out what needs to be done, and suggest it to someone else .....	1	2	3	4
20. Persuade my superiors to explore ideas which I feel have major implications for future developments .....	1	2	3	4
21. Persuade my colleagues or workmates to work with me at tasks which we all think are important, but which are no one's particular responsibility .....	1	2	3	4

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## Section 2 : Important Activities Set 1, Groups A and B (Continued)

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	IMPORTANCE (Please circle the number under the answer which is right for you)			
	Very Important to me to do this	Important	Of Little or No Importance	Important to me not to do This
<b>Group A, Continued</b>				
22. Influence decisions .....	1	2	3	4
23. Get decisions changed because I have found they are not the best ones .....	1	2	3	4
24. Recognise my own weaknesses and seek help in these areas .....	1	2	3	4
25. Regularly review my goals, and get help to achieve them more efficiently .....	1	2	3	4
26. Ensure that groups of which I am a member do not get distracted by irrelevant issues or in-fighting .....	1	2	3	4
27. Issue orders and instructions .....	1	2	3	4
28. Check up on others .....	1	2	3	4
29. Make sure rules are followed .....	1	2	3	4
30. Ensure that the way things are organised is not wasteful of time, money or skill .....	1	2	3	4
31. Ensure that high standards of work are attained and maintained .....	1	2	3	4
32. Take other people's complaints seriously and try to do something about them .....	1	2	3	4

**Group B Please answer these questions only if you want some responsibility for other people**

1. Ensure that the contributions of subordinates are recognised and appreciated .....	1	2	3	4
2. Ensure that subordinates have an opportunity to exercise discretion, initiative and responsibility .....	1	2	3	4
3. Ensure that subordinates have an opportunity to do things they want to do and enjoy .....	1	2	3	4
4. Ensure that subordinates are set challenging but realistic targets .....	1	2	3	4
5. Ensure that colleagues and subordinates are well-informed and can make good decisions .....	1	2	3	4
6. Encourage all colleagues and subordinates to participate in clarifying the goals of the office or department and in working out how best to achieve them .....	1	2	3	4
7. Encourage colleagues and subordinates to try to find out how well they are doing and take corrective action when necessary .....	1	2	3	4
8. Get together groups in which one person's strengths compensate for another's weaknesses .....	1	2	3	4
9. Ensure that subordinates do things in the way I want them done .....	1	2	3	4
10. Run my department in exactly the way I want it .....	1	2	3	4
11. Take responsibility for the livelihood and well being of a lot of people .....	1	2	3	4

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## Section 2 : Important Activities

### Set 2, Groups A and B

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**Group A**

IMPORTANCE (Please circle the number under the answer which is right for you)				
	Very Important to me to do this	Important	Or Little or no Importance	Important to me not to do this
1. Anticipate future opportunities and take action to capitalise on them	1	2	3	4
2. Find the causes of problems in the organisation, and do something about them	1	2	3	4
3. Overcome unanticipated difficulties or problems	1	2	3	4
4. Persist for long periods at a particular task in order to achieve a worthwhile outcome	1	2	3	4
5. Pay attention to feelings of unease and make the basis for these explicit	1	2	3	4
6. Work out what needs to be done, and take action without having to check with others first	1	2	3	4
7. Persuade other people to share their ideas with me	1	2	3	4
8. Control the activities of others	1	2	3	4
9. Lead others	1	2	3	4
10. Motivate others	1	2	3	4
11. Put others at ease	1	2	3	4
12. Work out the unexpressed thoughts and feelings that lie behind what people say	1	2	3	4
13. Ensure that important differences of opinion are brought out into the open	1	2	3	4
14. Ensure that people work together well	1	2	3	4
15. Ensure that everyone has a chance to state their opinions	1	2	3	4
16. Take other peoples ideas and suggestions, and act on them	1	2	3	4
17. Persuade other people to turn in their best performance	1	2	3	4
18. Make sure that things are well organised and run	1	2	3	4
19. Find ways of improving the relationship between management and workforce	1	2	3	4
20. Study the effects of changes which have been introduced	1	2	3	4
21. Ensure that a large number of people cooperate and work together without conflict	1	2	3	4

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## Section 2 : Important Activities Set 2, Groups A and B (Continued)

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IMPORTANCE (Please circle the number under the answer which is right for you)				
Very Important to me to do this	Important	Of Little or no Importance	Important to me not to do this	
<b>Group A Continued</b>				
22. Think up better ways of doing things .....	1	2	3	4
23. Persuade my boss or superior to do something about problems I have noticed .....	1	2	3	4
24. Find out what people are good at and give them an opportunity to develop their abilities .....	1	2	3	4
25. Ensure that people are generally helpful and supportive, rather than critical, of each other .....	1	2	3	4
26. Get people who do not get on well together to work effectively as part of a team .....	1	2	3	4
27. Think about the sort of things the organisation should do in the future .....	1	2	3	4
28. Ensure that your subordinates have scope to try out any new ideas or suggestions they may have .....	1	2	3	4
29. Persuade people to explore the possible merits of suggestions instead of seeking to discredit them .....	1	2	3	4
30. Try to win the best deal for a group of people .....	1	2	3	4
31. Sit on committees which are taking important decisions .....	1	2	3	4
32. Decide what would be done on the basis of your hunches or impressions (rather than facts) and take responsibility for the results .....	1	2	3	4
33. Find ways of doing something which no one has ever done before .....	1	2	3	4

**Group B Please answer these questions only if you want some responsibility for other people**

1. Ensure everyone is treated fairly by the organisation .....	1	2	3	4
2. Ensure that the organisational structure is adequate to the demands individuals make of it .....	1	2	3	4
3. Be available for consultation by colleagues and subordinates .....	1	2	3	4
4. Advise colleagues or subordinates who are unpopular, so that they will have fewer difficulties .....	1	2	3	4
5. Find out what people are good at, and give them the opportunity to develop their abilities .....	1	2	3	4
6. Find out what people are bad at, so that help can be given .....	1	2	3	4
7. Ensure that barriers to effective teamwork come to light and are dealt with .....	1	2	3	4
8. Make all important decisions myself .....	1	2	3	4
9. Explain the reasons for my decisions to subordinates .....	1	2	3	4
10. Encourage subordinates to participate in making important decisions in the organisation, and play a significant role in running it .....	1	2	3	4
11. Recognise that, since I am not doing their jobs, my subordinates are in a better position to know the best way of doing their jobs than I am .....	1	2	3	4
12. Encourage newcomers to create their own jobs, thereby becoming involved in them, instead of defining the job precisely .....	1	2	3	4