

**WORKPLACE
EMOTIONAL INTELLIGENCE
INVENTORY (WEII)TM**

INDIVIDUAL INTERPRETIVE REPORT

14 MARCH 2018

SAMPLE CANDIDATE



CANDIDATE

AGENCY : TEST ACCOUNT 1
CANDIDATE : Sample candidate

NRIC : S12345678X
DATE : 14 March 2018

INTRODUCTION

The Workplace Emotional Intelligence Inventory (WEII) is a psychometric instrument designed for the workplace. It provides a perspective of an individual in terms of four main factors of Emotional Intelligence (EI)- Self Awareness, Self Management, Social Awareness and Social Management. The well-established four factor framework of Emotional Intelligence is used around the world across different contexts, cultures and ages.

This report expounds on your EI traits via twenty different sub-factors that are relevant in a work, educational or social setting. Possible uses for this report include leadership development, executive coaching as well as self and professional development.

USE OF REPORT

The WEII Report outlines your emotional and social capabilities using four main factors and twenty sub factors. To maximise the use of this report, the following steps are recommended

- From the WEII framework, identify the key competencies in your job
- Review your own strengths and concerns in each of the key competencies identified in the report
- Discuss with your peers, managers and direct reports regarding how well you are performing on the key competencies
- Consider how you can improve your competencies, based on the recommendations in the report

BENCHMARK

The reference group selected for this report comprises of working professionals as well as managers, leaders and supervisors. The candidate's results are referenced against this group using standardised scores and reflected in the tables below for each competency.

Very Low	Low	Moderately Low	Average	Moderately High	High	Very High
Very likely to be a concern	Likely to be a concern	Somewhat likely to be a concern	Neither a strength nor a concern	Somewhat likely to be a strength	Likely to be a strength	Very likely to be a strength



Four main emotional intelligence factors

SELF AWARENESS

Refers to understanding one's own emotional states, beliefs, agendas, strengths and weaknesses, as well as embracing failures and obstacles.

SELF MANAGEMENT

Refers to the ability to exercise control over one's inner state, emotions and impulses, while taking action to improve their personal situation.

SOCIAL AWARENESS

Refers to the ability to understand the social situation one is in, the inner states of others, one's impact on others, and what one can do to change the social situation.

SOCIAL MANAGEMENT

Refers to the ability to manage relationships with other people, develop the potential of others and getting them to work together to achieve a common goal.

Detailed description of the sub-factors can be found in the glossary at the back of this report.

IMPRESSION MANAGEMENT

Impression Management (IM), also known as self-presentation, occurs when candidates attempt to convey an unusually positive impression of themselves by providing socially desirable responses (i.e. attempting to reveal only positive aspects of himself or herself).

The IM score is **89**. If the score is above 80, it is considered high. Hence, the interpretation of this report should take that score into consideration.

The candidate's responses suggest he or she has a high tendency to convey a positive impression of himself or herself. This however does not suggest that the candidate is dishonest, as he or she may genuinely be positive in many aspects.

INTERPRETATION

Emotional Intelligence questionnaires can provide a useful source of information. As a self-report questionnaire similar to most instruments of this nature, the profile obtained should be viewed as indicative only.

Hence, it is best used in conjunction with other available information including biographical data, behavioural assessments, performance ratings, 360-feedback, and so forth.

Emotional Intelligence profiles help point out the likely strengths and areas for improvement. Different people have different profiles, and the WEI value adds by reflecting those tendencies as indicated by the candidates themselves.

The report is valid for 12 months from date of assessment.

CONFIDENTIALITY

This report is confidential and is meant for viewing by the candidate or by those appropriately authorised. It should not be distributed without permission or proper security controls.

PROFILE SUMMARY

WEII Framework

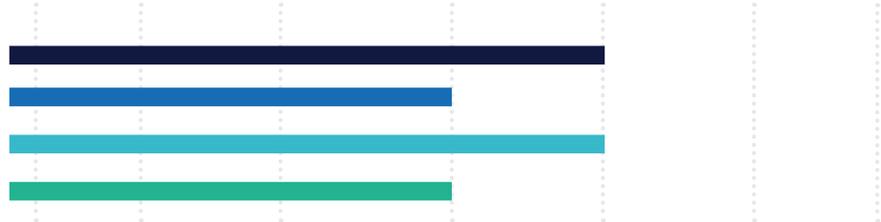
Very Low Low Moderately Low Average Moderately High High Very High

SELF AWARENESS

SELF MANAGEMENT

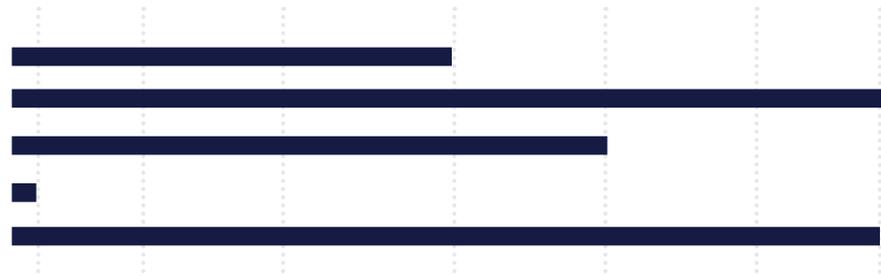
SOCIAL AWARENESS

SOCIAL MANAGEMENT



SELF AWARENESS

- Emotional Awareness
- Belief Awareness
- Agenda Awareness
- Self Perception
- Fortitude



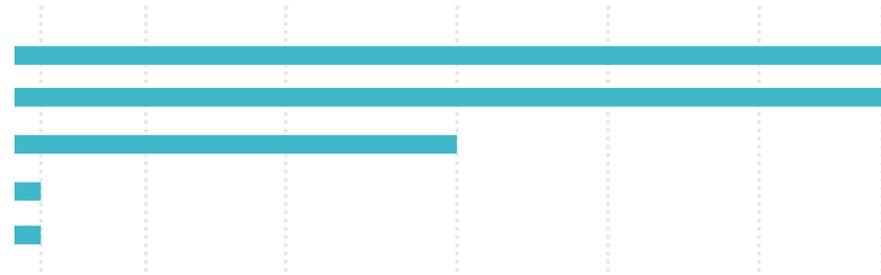
SELF MANAGEMENT

- Inner Control
- Self Confidence
- Decisiveness
- Initiative
- Success Drive



SOCIAL AWARENESS

- Social Candour
- Empathy
- Interest Alignment
- Service Attitude
- Social Acumen



SOCIAL MANAGEMENT

- Change Catalyst
- Bridge Building
- Teamwork
- Team Bonding
- Mentorship



EMOTIONAL AWARENESS

Being aware of one's own emotions, and their impact on one's life



You score average on Emotional Awareness. It seems that you:

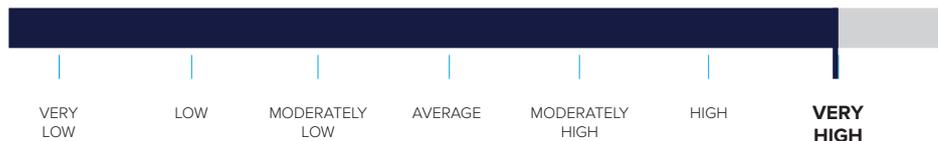
- Are making an effort to confront your innermost fears and desires
- Are generally receptive or aware of your emotions
- Have some awareness on how emotions impact your life
- Pay some attention to the role that emotions play in your life

To develop yourself further in this area, consider the following suggestions:

- Think about the last time you went through a significant event. Try to remember the emotions that you felt at that point in time, and how those emotions impacted your behaviour or thought process. Is there anything that you would do differently?
- The next time you have to make an important decision, take a step back and focus on how you are feeling about the situation. How much weight does this emotion play in your decision-making?

BELIEF AWARENESS

Being aware of one's own beliefs, and their impact on one's life



You score very high on Belief Awareness. It seems that you:

- Are willing to question your existing beliefs and assumptions
- Know your existing beliefs and assumptions well
- See clearly how your beliefs and assumptions impact your life
- Track closely how your beliefs and assumptions have changed throughout your life

AGENDA AWARENESS

Being aware of one's own internal agendas, and their impact on one's life



You score moderately high on Agenda Awareness. It seems that you:

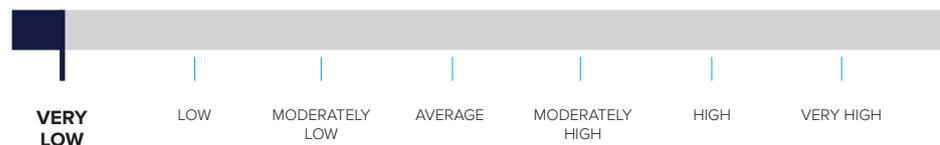
- Have a good ability to reflect and articulate some of your deeply held motives and desires
- Are very clear about your motives and desires
- Are monitoring how your motives and desires impact your life
- Pay some attention to how your priorities and agendas have changed throughout your life

To develop yourself further in this area, consider the following suggestions:

- Reflect upon key decisions and directions you have taken in the past. What were your motivations behind these decisions?
- Take some time to reflect on some important goals that you hope to achieve in the medium and long term. Write these down and the steps that you can take to work towards them. Review your progress and your goals at set intervals.

SELF PERCEPTION

Being aware of one's own strengths and weaknesses, and their impact on one's life



You score very low on Self Perception. It seems that you:

- Are unaware of your own biases and weaknesses
- Do not recognise your own successes and strengths
- Do not invest effort to learn more about yourself
- Do not reflect on past behaviour and decisions

To develop yourself further in this area, consider the following suggestions:

- Reflect upon your strengths and weaknesses as an individual. What are some things that you can do to build on your strengths or improve upon your weaknesses?
- Ask a trusted person to give you feedback on your strengths and weaknesses. After that, share your own thoughts regarding this feedback. What are the differences and similarities? Discuss the possible actions that you can take to improve yourself.

FORTITUDE

Being aware and accepting that failures and obstacles are part of the journey towards success



You score very high on Fortitude. It seems that you:

- Embrace failures as part of the journey towards success
- Remain calm and effective when encountering setbacks
- Are optimistic about solving the issues confronting you
- Apply the right amount of pressure you need to achieve your goals

INNER CONTROL

Mastery of
one's own inner
situation



You score very low on Inner Control. It seems that you:

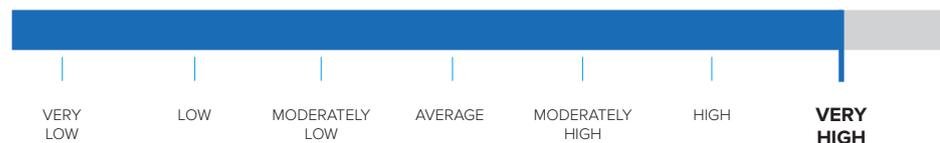
- Tend to speak or act on impulse
- Express your emotions in a blunt and straightforward manner without regard for others' reactions
- Find it difficult to change your behaviour and habits for the better
- Blame external causes and circumstances for your behaviour and habits

To develop yourself further in this area, consider the following suggestions:

- Reflect upon the last time you lost control over your emotions or actions. Keep a diary and record the incidents where you said or did something you regret, and think about what you could do differently if you were to face a similar situation in the future.
- Be more deliberate in exercising emotional control. Come up with some key techniques to bear in mind when you feel yourself losing control. Let those around you know that you are working on this aspect, and get them to give you feedback regarding the degree to which you are successful.

SELF CONFIDENCE

Believing in one's
ability to excel
and succeed



You score very high on Self Confidence. It seems that you:

- Enjoy trying out new possibilities and experiences
- Embrace the uncertainties in life
- Relish taking on challenges
- Are very confident in your ability to handle the problems that you encounter

DECISIVENESS

Being able to decide and act in a timely manner



You score low on Decisiveness. It seems that you:

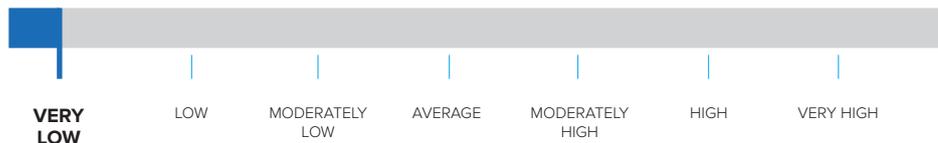
- Are tentative in decision making
- Tend to change your mind often
- Doubt your own decision-making skills
- Tend to get swayed by distractions and unnecessary information

To develop yourself further in this area, consider the following suggestions:

- Create guidelines for making better decisions to prepare for the time when you are faced with a difficult situation in the future.
- There are many online resources or publications and even training courses which offer insights into decision-making. Select one or two to read and take reference from.

INITIATIVE

Taking practical action to solve problems and improve difficult situations



You score very low on Initiative. It seems that you:

- Fail to grasp or retain control of the issues that you encounter
- Wait passively for help or for the problem to go away
- Procrastinate or think too much when coming up with solutions
- Propose ideas which may not be practical

To develop yourself further in this area, consider the following suggestions:

- Think about a problem or issue that you worked on in the past. What information or factors could you have considered to solve the problem? Take note of the areas that you tend to overlook, and ensure that your analysis is more critical and holistic when dealing with similar problems in the future.
- There are many resources available on problem-solving frameworks. Read about some of these and apply them to challenging problems and situations that you are facing.

SUCCESS DRIVE

Planning and working towards achieving goals to better one's life



You score very high on Success Drive. It seems that you:

- Have very high aspirations and are driven to achieve significant results
- Want to make great improvements to the status quo
- Volunteer to accept more responsibilities
- Plan well ahead clear steps for achieving goals

SOCIAL CANDOUR

Acknowledging and expressing one's true views, agendas and values in a socially appropriate manner.

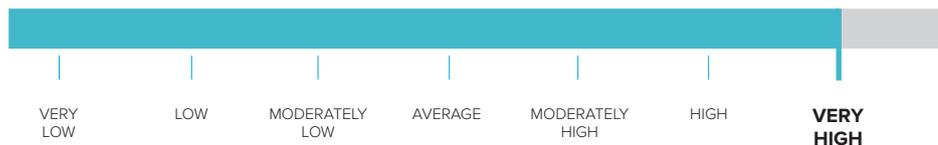


You score very high on Social Candour. It seems that you:

- Strongly believe in being honest about your true feelings
- Always act in a manner consistent with your beliefs
- Always keep your promises
- Inspire people to trust you

EMPATHY

Connecting both mentally and emotionally with others

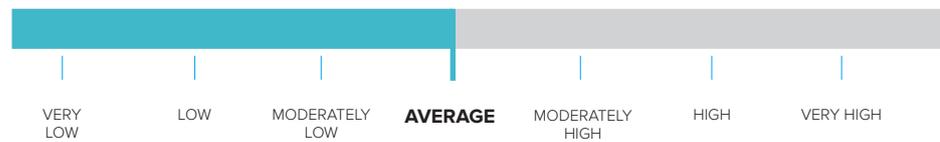


You score very high on Empathy. It seems that you:

- Are focused on being attentive to the emotions of other people
- Find it intuitive to 'read between the lines' of what other people are saying
- Are instinctively aware of other people's unspoken intentions
- Understand and empathise with what other people are going through

INTEREST ALIGNMENT

Being aware of one's own internal agendas, and their impact on one's life



You score average on Interest Alignment. It seems that you:

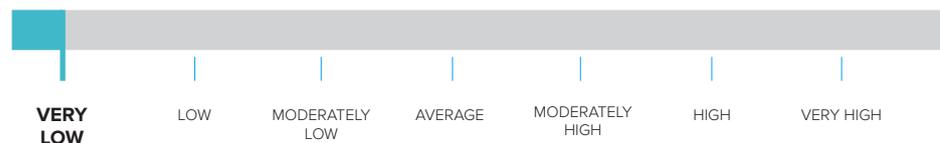
- Try to think of win-win solutions that benefit everyone
- Are conscious that others can be negatively affected by your actions and decisions
- Put in reasonable effort to treat other people fairly
- May be willing to work towards the common good even if it disadvantages you

To develop yourself further in this area, consider the following suggestions:

- Volunteer for opportunities to work together with colleagues who are skilled in people management. Observe how they establish common ground with their people, and ask for their advice on how you can adopt a similar mindset or strategy.
- The next time you have to work together in a team, spend time to ask questions to understand their pain points and needs before moving on to solutions. This will help you to tailor your solution to better align with your target audience's needs.

SERVICE ATTITUDE

Having the attitude of helping others to make the world a better place



You score very low on Service Attitude. It seems that you:

- Have little inclination to help or serve others
- Tend to exhibit impatience when interacting with others
- Find it difficult to put aside your own emotions, biases and judgement while interacting with others
- Are not concerned with leaving a good impression with those who you interact with

To develop yourself further in this area, consider the following suggestions:

- Identify someone you know who has good service attitude. Observe how he or she interacts with others and note down the learning points that you can apply in your own interactions.
- Read up on the philosophies and principles of exceptional people and learn from them.

SOCIAL ACUMEN

Know who and how to get the support to facilitate one's goals



You score very low on Social Acumen. It seems that you:

- Do not have a strong social and professional network
- Are unconcerned or unaware about the latest developments in your workplace and industry
- Have little or no idea what your stakeholders want and value
- Do not know what to say to persuade people

To develop yourself further in this area, consider the following suggestions:

- There are a number of self-help resources on how to understand and persuade people. Read a few of these, and apply your insights and learning lessons going forward.
- Identify someone who you know who is good at understanding and persuading others. Arrange to have a conversation and ask him or her for feedback and tips on what makes them successful, and adapt these strategies for yourself.

CHANGE CATALYST

Being able to adapt to and help implement new changes



You score low on Change Catalyst. It seems that you:

- Are often caught unawares and seldom anticipate when changes happen
- Delay change for as long as possible
- Seldom look for new opportunities to change or adapt
- Have difficulty accepting change

To develop yourself further in this area, consider the following suggestions:

- What is one positive change that you would like to bring to your workplace? See if you can get the support from the rest of your team or management for your idea, and put in place a concrete action plan to initiate this change.
- Think about the most significant change that you experienced recently, and how you managed to adapt. What were some strategies which were useful to you? On hindsight, what would you have done differently? Apply these insights to the next time you have to adapt to changes in your life.

BRIDGE BUILDING

Being able to bring people together, even if they disagree on many areas



You score low on Bridge Building. It seems that you:

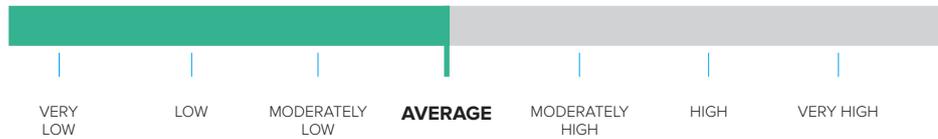
- Seldom see the need to find common ground with other people
- Seldom see the necessity of reaching out to people who act unreasonably or disagree with you
- Stay out of conflicts and disputes which do not involve you.
- Are often caught unaware when tensions and conflicts arise within your team

To develop yourself further in this area, consider the following suggestions:

- Think about the last time you had to work with a team of people who have differing opinions or ideas. What did you do to bring them together so that they could work well as a team? Ask a mentor/manager whom you respect as a good leader, to talk through and evaluate your responses in these experiences. Take note of what your mentor would do differently, and write down some learning lessons that can help you improve for future situations.
- Reflect upon a time whereby you or a manager resolved a work conflict or issue in a calm yet effective manner without escalating the situation. What was done well to manage the negativity of the situation, and what did you learn from that experience? What would you have done differently? Think about how you could apply these lessons to conflicts that you might face.

TEAMWORK

Being able to work with different people to achieve a common outcome



You score average on Teamwork. It seems that you:

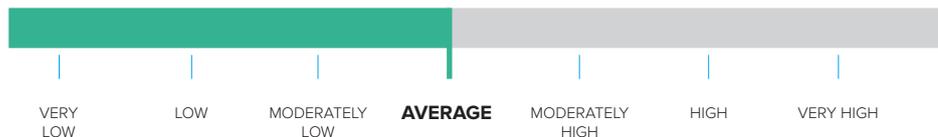
- Treat team members with respect and appreciation
- Makes some effort to work with diverse others in your team
- Consider the team's welfare to be at least as important as your own
- Are open to working together with other people

To develop yourself further in this area, consider the following suggestions:

- Reflect on how you can work better with others. What are some things that you can do to be more collaborative? Are there any current opportunities that you can tap on to build partnerships with others?
- Find someone who has a very different working style from yourself. Discuss with this person how you can work effectively together despite these differences.

TEAM BONDING

Being able to build and hold a team of people together with a common identity



You score average on Team Bonding. It seems that you:

- Feel some sense of belonging to your team
- Occasionally participate in your team's activities
- Help to keep your team functioning
- Help your team to stay united

To develop yourself further in this area, consider the following suggestions:

- Volunteer to organise a team building activity for your team. Do some research on suitable activities for the members in your team, and keep in mind the main objectives of building a common identity, team spirit and goals.
- Read up on case studies or stories where inspirational leaders have built teams and instilled a common sense of identity. See if you can take away some learning lessons and apply these to your own team.

MENTORSHIP

Being able to develop people around oneself, so that they become better



You score high on Mentorship. It seems that you:

- Have a passion for finding the hidden potential in others
- Instinctively know how to motivate people
- Are effective in communicating feedback to others in a clear and constructive manner
- Are likely to share your experiences and knowledge with others

SELF AWARENESS

Emotional Awareness	Being aware of one's own emotions and their impact on one's life, as strong emotions can potentially sway one's decisions and influence his/her behaviour.
Belief Awareness	Being aware of one's own beliefs and their impact on one's life, as deeply held personal beliefs can bias one's thoughts, views and actions.
Agenda Awareness	Being aware of one's own internal agendas and their impact on one's life, as unconscious agendas can subtly affect one's emotions, behaviours and beliefs.
Self Perception	Being aware of one's own strengths and weaknesses, and their impact on one's life. An accurate view of one's strengths and weaknesses is important to avoid overextending oneself.
Fortitude	Accepting failures and obstacles as part of the journey towards success. Taking setbacks in stride, and finding ways to overcome or work around them is part of the behaviour of an emotionally intelligent person.

SELF MANAGEMENT

Inner Control	Mastery of one's own inner situation. The ability to effectively manage one's thoughts, speech and behaviour is essential to maintaining calm when faced with problems.
Self Confidence	Believing in one's ability to excel and succeed. Having confidence that we can solve our problems and achieve our goals helps us to remain emotionally stable and able to engage in long-term planning.
Decisiveness	Being able to decide and act in a timely manner. People who have control over their emotions find it much easier to make firm and timely decisions.
Initiative	Taking practical action to solve problems and improve difficult situations. Actively seeking to make a positive difference instead of waiting for the problem to worsen or someone to intervene is a hallmark of the emotionally intelligent.
Success Drive	Planning and working towards achieving goals to better one's life. Working towards our goals requires much effort, both cognitive and emotional.

SOCIAL AWARENESS

Social Candour	Acknowledging and expressing one's true views, agendas and values in a socially appropriate manner. Demonstrating one's maturity and mastery over social situations by being truthful and yet diplomatic.
Empathy	Connecting both mentally and emotionally with others. Any definition of emotional intelligence will include the ability to understand and sympathize with others' feelings, thoughts and situation.
Interest Alignment	Ensuring that one's interests are aligned with others. An essential part of successfully maintaining positive relationships is to ensure that what we do not only benefits ourselves, but also those who we are working or partnering with.
Service Attitude	Having the attitude of helping others to make the world a better place. Being willing to place the well-being of others above your own personal interest requires inner strength and emotional maturity.
Social Acumen	Knowing who and how to get the support to facilitate one's goals. Knowing who can best help with one's goal, and how to persuade him/her to help, are important emotional intelligence skills.

SOCIAL MANAGEMENT

Change Catalyst	Being able to adapt to and help implement new changes. Being able to work effectively with change and to help others embrace change are important assets in the ever-changing world.
Bridge Building	Being able to bring people together, even if they disagree on many areas. When encountering people of very diverse backgrounds and mindsets, the ability to mediate differences and create harmony is essential.
Teamwork	Being able to work with different people to achieve a common outcome. Effective teamwork requires us to adjust our work styles to that of our team mates and pay attention to our team members' emotions, thoughts and beliefs.
Team Bonding	Being able to build and hold a team of people together with a common identity. It is essential to create a sense of belonging for people in a team, and to help any team member who feels left out to be part of the team.
Mentorship	Being able to develop people around oneself, so that they become better. Each of us can go beyond our personal development and use our experiences to help others improve upon their own strengths and weaknesses.