



Sample Report
01/01/2026

EXPERT

EMOTIONAL INTELLIGENCE REPORT



FIFTEEN FACTOR QUESTIONNAIRE PLUS





REPORT STRUCTURE

This report presents Sample Report's Emotional Intelligence (EI) profile in the following sections:

1. Guide to Using This Report

- Introduction
- Dimensions
- Results Scale
- Reference Group Used
- Response Style

2. Emotional Intelligence Profile

- Personal Domain Profile Chart
- Inter-Personal Domain Profile Chart

3. Summary Overview

- Potential Strengths
- Potential Areas for Development

4. Self-awareness Competency Cluster

- Emotional Self-awareness
- Self-confidence
- Accurate Self-assessment

5. Self-management Competency Cluster

- Emotional Self-control
- Achievement Orientation
- Forward Planning and Conscientiousness
- Adaptability and Trustworthiness

6. Social Awareness Competency Cluster

- Empathy
- Interpersonal Openness
- Organisational Awareness and Service Orientation

7. Relationship Management Competency Cluster

- Persuasiveness and Conflict Management
- Inspirational Leadership and Change Catalyst
- Team Working and Open Communication

8. Development Planning

- Feedback and Reactions
- Selecting Areas for Development
- Development Plan



DISCLAIMER

This is a strictly confidential assessment report on Sample Report. The information contained in this report should only be disclosed on a 'need to know basis' with the prior understanding of Sample Report.

The Emotional Intelligence profile arises from a self-report questionnaire and must be interpreted in the light of corroborating evidence gained from feedback and in the context of the role in question taking into account available data such as performance appraisals, actual experience, motivation, interests, values, abilities and skills. As such the authors and distributors cannot accept responsibility for decisions made based on the information contained in this report and cannot be held directly or indirectly liable for the consequences of those decisions.



GUIDE TO USING THIS REPORT

INTRODUCTION

Research studies have shown that Emotional Intelligence (EI) contributes to several factors of interpersonal effectiveness and leadership capability. Employees who demonstrate high levels of EI are better at understanding themselves and others, making confident decisions and expressing their views. They have also been found to effectively manage their emotions and have the drive, energy and optimism to succeed. Furthermore, they are more capable of being sensitive to interpersonal and organisational dynamics and relate to others with diplomacy and tact.

This report describes Sample Report's Emotional Intelligence in terms of the conceptual framework proposed by Daniel Goleman and his colleagues. This framework defines EI as a set of personal and inter-personal competencies that can be refined and developed through mentoring, coaching and training. These competencies are described in detail below.

The report outlines Sample Report's most likely personal strengths and weaknesses in each of the EI competency domains. These should be treated as hypotheses to be explored in greater detail via other assessments. For example, Sample Report's level of job specific knowledge can be assessed through a critical review of their work history and previous qualifications, and by the use of objective tests and structured interviews. Their skills can be assessed in greater detail through work sample tests, behavioural observation, role-plays and assessment centre exercises.

This report can be used for assessment and selection, or as a tool to facilitate Sample Report's personal development. In the latter case it should be used as a starting point to begin exploring with Sample Report possible development needs and to produce a shared development strategy for promoting their EI competencies

Please Note:

- As the report contains information relating to a number of different competencies, it is important when using it to focus on those competencies that are specific to the role being considered.
- The competency scores are calculated from Sample Report's responses on the 15FQ+ personality questionnaire. Therefore, if this report is to be used to compare different individual's EI competencies, it is essential all the reports are produced using the same norms.
- The report describes Sample Report's EI competencies in terms of their typical behaviour, and should not be taken as an assessment of their maximum (or most effective) performance. Rather it describes their core EI competencies, with their actual performance in any particular setting being influenced by a number of factors in addition to their level of Emotional Intelligence. These include: the specific skills they have developed; the impact the environment has on facilitating or inhibiting their performance; their motivation; their current level of emotional wellbeing, etc.



DIMENSIONS

In line with the work of Goleman this report defines emotional intelligence as consisting of competencies in two domains, the personal and interpersonal. Within these domains, EI competencies are split into two clusters. The definitions of the EI domains and associated competency clusters are presented below.

PERSONAL DOMAIN

The Self-awareness Competency Cluster includes: Emotional Self-awareness; Self-confidence and Accurate Self-assessment. These competencies enable a person to: accurately understand themselves, their emotions, motives and goals; trust their own judgement and take confident decisions; express their views with confidence and self-assurance; realistically appraise their skills, aptitudes and abilities and be able to use feedback to improve their performance.

The Self-management Competency Cluster includes: Emotional Self-control; Optimism; Achievement Orientation; Forward Planning; Conscientiousness; Adaptability and Trustworthiness. These competencies enable a person to: effectively manage their emotions and have the drive, energy and optimism to succeed; produce work of a high standard, plan for the future and diligently attend to detail; be adaptable and open to change; maintain high levels of personal integrity.

INTER-PERSONAL DOMAIN

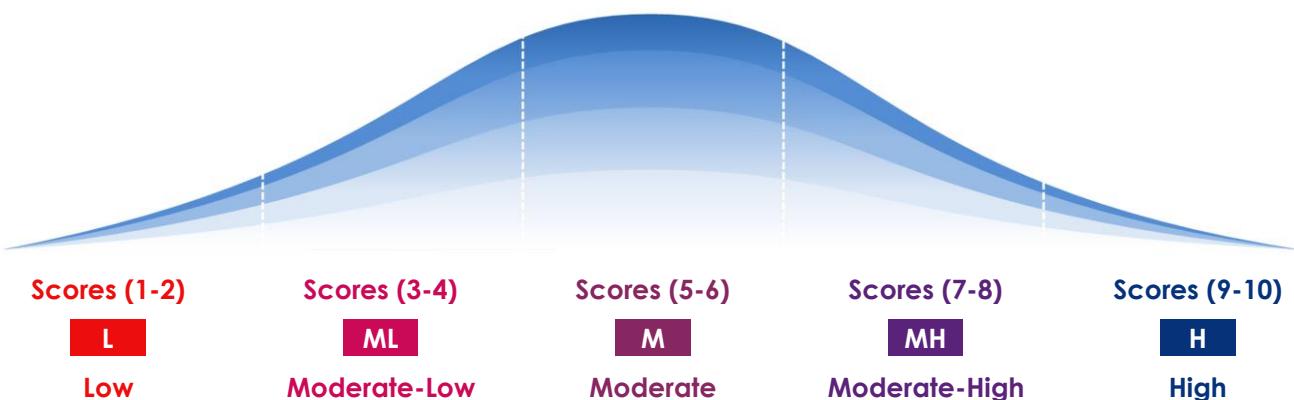
The Social Awareness Competency Cluster includes: Empathy; Interpersonal Openness; Organisational ('political') Awareness and Service Orientation. These competencies enable a person to: understand others' motives, emotions and behaviour; be open to others' points of view and perspectives; be sensitive to interpersonal and organisational dynamics.

The Relationship Management Competency Cluster includes: Persuasiveness; Conflict Management; Inspirational Leadership; Change Catalyst; Team Working and Open Communication. These competencies enable a person to: communicate effectively; relate to others with diplomacy and tact; network; negotiate successfully; work collaboratively; openly share information; actively participate in team projects; motivate others; actively promote change and develop colleagues' potential through coaching, mentoring and teaching.

RESULTS SCALE

A reference group is used to evaluate Sample Report's results and determine their tendency to exhibit effective workplace behaviours compared to others. Their results are presented as standardised scores on a scale of 1 to 10.

The following chart represents a distribution of individuals on a particular scale, where high scores represent greater tendency to behave in a particular manner and low scores represent a reduced likelihood of behaving in a particular manner. An overall level ranging from a "Low" to a "High" tendency is provided to help highlight areas of concern.





REFERENCE GROUP USED

The following norm was used to generate this report:

| Test | Norm Used | Sample Size |
|--|----------------|-------------|
| Fifteen Factor Questionnaire Plus (15FQ+) | NZ Respondents | 19633 |

RESPONSE STYLE

The Fifteen Factor Questionnaire Plus (15FQ+) contains several scales which measure individuals' test taking attitudes and whether they were committed to portraying themselves accurately. Such measures inform practitioners of the degree to which they can trust and rely on the interpretation of respondents' profiles.

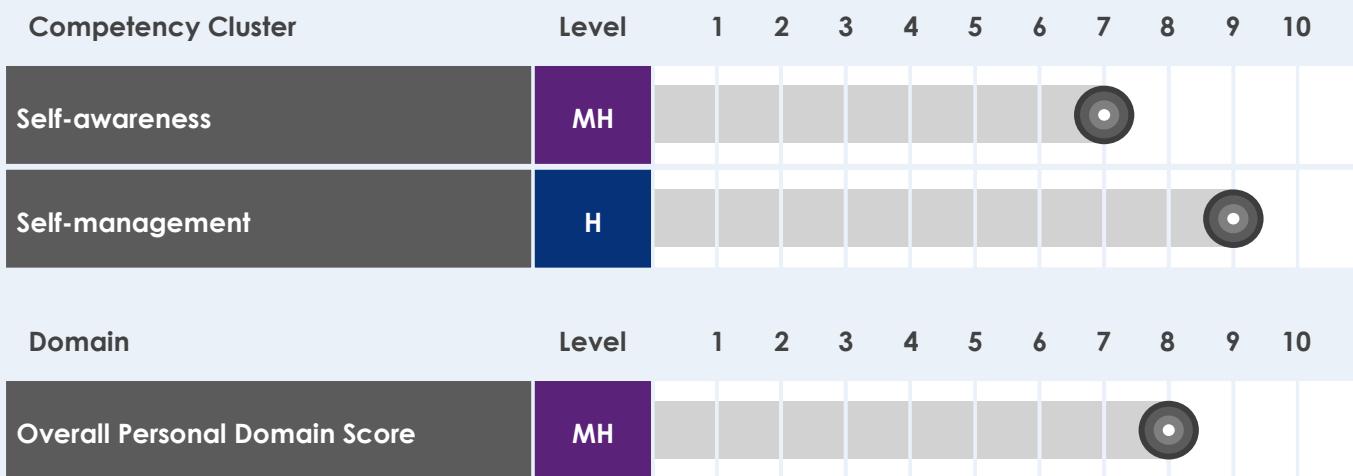
The results indicate that Sample Report has responded to the questionnaire in an open and honest manner.



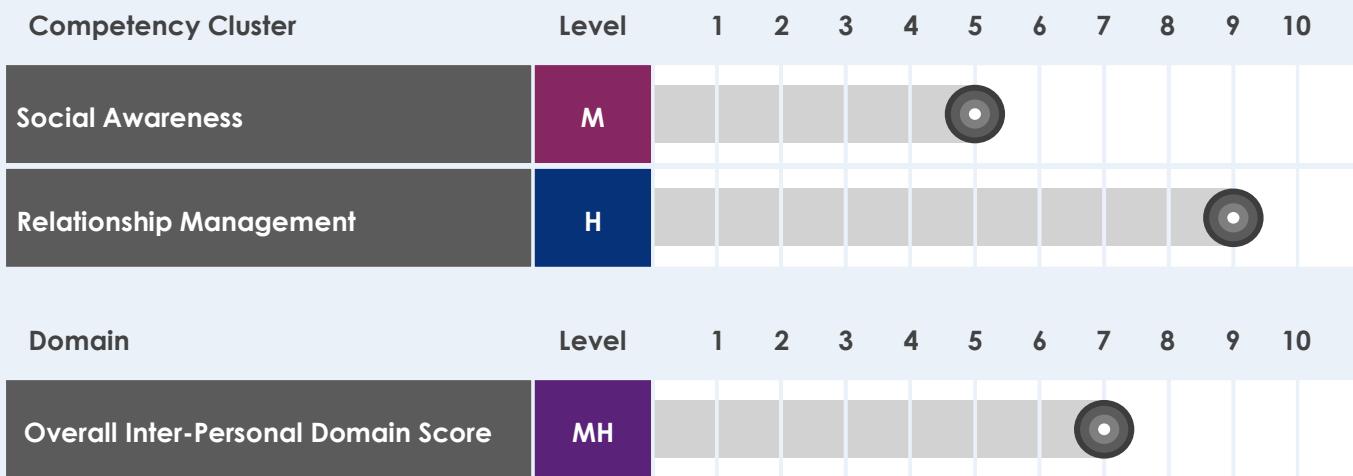
EMOTIONAL INTELLIGENCE PROFILE

The competency scores are weighted composites of the behavioural dimensions that contribute to each of EI Domains. The score any given individual obtains on these scales depends not only upon that person's pattern of strengths and weakness across the behavioural dimensions, but also on the importance of each behavioural dimension in contributing to the particular competency.

PERSONAL DOMAIN PROFILE CHART



INTER-PERSONAL DOMAIN PROFILE CHART





SUMMARY OVERVIEW

The following tables list the major strengths and potential areas of concern that can be inferred from Sample Report's responses to the questionnaire. Further details are available in the discussion of the results later in the report.

POTENTIAL STRENGTHS

Sample Report's responses to the assessment suggest the following core competencies:

- They would be expected to be fairly happy to take pro-active decisions.
- It is anticipated they should cope quite well with uncertainty and be fairly confident making decisions when outcomes are unclear and only limited information is available.
- They are unlikely to be particularly prone to prevarication.
- They would be expected to be reasonably happy to express their views and opinions freely, even if they are unpopular and are unlikely to be well received.
- They are likely to have a reasonably strong social presence.
- They should be fairly open to receiving feedback, even when this is not presented in the most constructive manner.
- They would be expected to cope fairly well with setbacks.
- They should not be particularly prone to let their emotions cloud their judgment or adversely affect their performance at work.
- They are likely to have a fairly optimistic and positive outlook on life.
- They would be expected to be a 'team player'.
- They are unlikely to have great difficulty pushing un-obliging or uncooperative colleagues into action.
- They would not be expected to be unduly prone to lose their temper when things go wrong.
- They would be expected to have relatively high levels of energy and drive.
- They would be expected to be fairly diplomatic and to be concerned not to say things that might cause offence.
- They would be expected to be capable of being quite a persuasive speaker.

POTENTIAL AREAS FOR DEVELOPMENT

Sample Report's responses to the assessment suggest the following development needs:

- To actively seek help, support and guidance from others.
- To focus more on forward planning.
- To be more attentive to detail.
- To be more open to others' views and opinions.
- To be more inclined to question what hidden agendas may be at play.
- To be less inclined to 'take centre stage' and dominate in meetings and discussions.



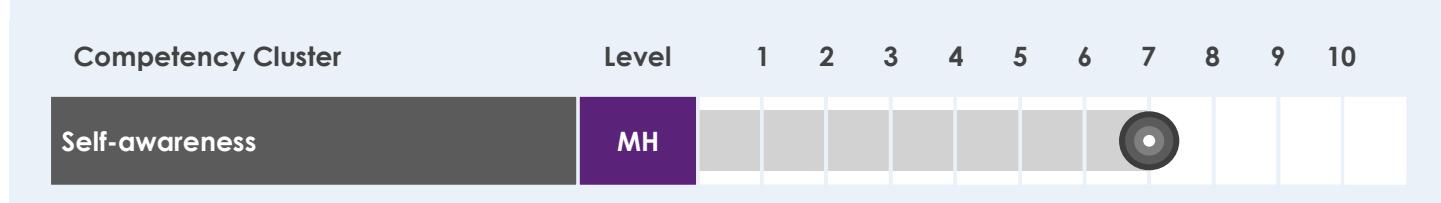
SELF-AWARENESS COMPETENCY CLUSTER

This competency cluster details behavioural styles that are characterised by:

- Emotional Self-awareness
- Self-confidence
- Accurate Self-assessment

These competencies enable a person to: accurately understand themselves, their emotions, motives and goals; trust their own judgement and take confident decisions; express their views with confidence and self-assurance; realistically appraise their skills, aptitudes and abilities and be able to use feedback to improve their performance.

SELF-AWARENESS PROFILE CHART



EMOTIONAL SELF-AWARENESS

Sample Report's profile suggests they are as tender-minded, as intuitive and aesthetically orientated as most. As a result, they are likely to have at least as much insight as most other people into their own emotional responses to different situations. Moreover, they would be expected to have similar levels of insight into the ways in which their emotions typically affect their own behaviour and influence those around them. Consequently, they are not unduly likely to deny their own emotions or to shield themselves against their feelings.

SELF-CONFIDENCE

Sample Report's responses to the questionnaire indicate they are likely to be confident and self-assured. As a result, they are unlikely to be troubled by feelings of self-doubt. Their scores indicate they are likely to have quite a strong sense of their own self-worth and be fairly sure of their own opinions. Consequently, they should be fairly happy to take decisions pro-actively. They would therefore not be expected to be particularly prone to prevaricate, even when much is at stake. They are likely to cope reasonably well with uncertainty; with them being fairly comfortable making decisions in situations where outcomes are unclear and only limited information is available. Sample's responses suggest they are fairly socially bold. As a result, Sample Report is likely to have quite a strong social presence. They are likely to be reasonably happy to freely express Sample's views and opinions, even if they are unpopular; without Sample being greatly concerned that their views may be badly received. Their scores suggest they are reasonably assertive and, as such, is unlikely to experience great difficulty pushing un-obliging or uncooperative colleagues into action should this be required of them. Even though their responses to the questionnaire indicate they are likely to have quite high levels of self-esteem and be fairly confident of their own opinions, they should not be averse to seeking support and guidance from others.



ACCURATE SELF-ASSESSMENT

Despite the fact that their profile suggests they are not any more confident or sure of their own intellectual abilities than most people, Sample Report is nonetheless unlikely to be unduly prone to overestimate their own level of knowledge and skill. Their scores suggest they are not unduly suspicious and that they should be fairly open to receiving feedback, even when this is not presented in the most constructive manner. Moreover, they should be reasonably happy to enter into a dialogue as to how best to improve their performance. Furthermore, they would be expected to be quite open to acknowledging mistakes or errors they have made.



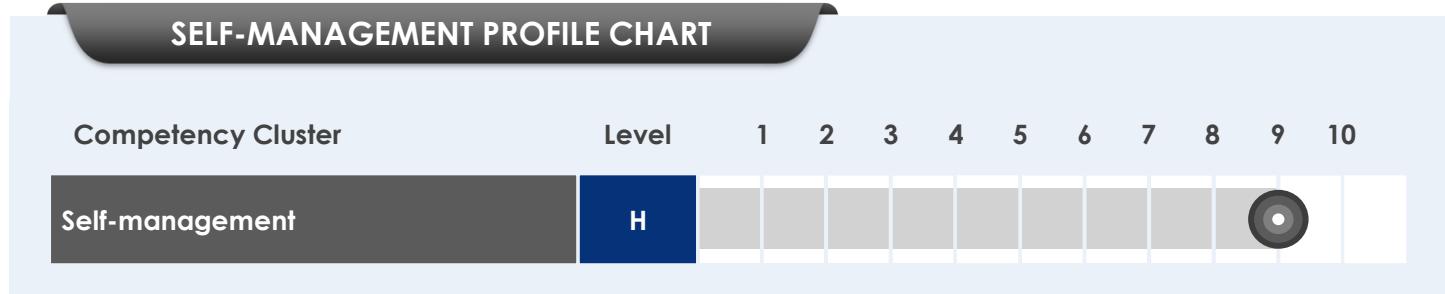
SELF-MANAGEMENT COMPETENCY CLUSTER

This competency cluster details behavioural styles that are characterised by:

- Emotional Self-control
- Achievement Orientation
- Forward Planning
- Conscientiousness
- Adaptability
- Trustworthiness

These competencies enable a person to: effectively manage their emotions and have the drive, energy and optimism to succeed; produce work of a high standard, plan for the future and diligently attend to detail; be adaptable and open to change; maintain high levels of personal integrity.

SELF-MANAGEMENT PROFILE CHART



EMOTIONAL SELF-CONTROL

The profile suggests Sample Report is likely to be stable and emotionally mature. As a result, they should not be particularly prone to let their emotions cloud their judgment or adversely affect their performance at work. Consequently, their colleagues are not likely to view Sample as being moody or unpredictable. They are quite unlikely to lose their composure when placed under pressure or experience much difficulty maintaining their concentration in noisy, distracting environments. As such, they would not be expected to experience great difficulty coping with the emotional demands of challenging working environments. As Sample's scores suggest they have above average levels of frustration tolerance, they should not be particularly likely to become short tempered or irritable when things go wrong. Moreover, they should not experience great difficulty dealing with slow or indecisive people and is not unduly likely to lose their temper in such situations.

ACHIEVEMENT ORIENTATION

As their results suggest they are fairly lively, enthusiastic and fun-loving, they would be expected to have reasonably high levels of energy and drive. They are not likely to be troubled by feelings of despondency or depression and should generally have more than enough energy to meet quite challenging work schedules. However, their energies may not always be deployed in that well disciplined a manner.



FORWARD PLANNING AND CONSCIENTIOUSNESS

The assessment results indicate Sample Report is likely to have above average levels of self-control and self-restraint and a fairly strong sense of duty. However, as their scores also suggest they are likely to be fairly flexible in their approach to work and be quite responsive to changing events and circumstances, they may be a little less committed than many to completing tasks they have started. While they would be expected to be reasonably committed to producing work of a high standard, they may nonetheless be a little prone to overlook important details and make careless errors.

ADAPTABILITY AND TRUSTWORTHINESS

As their profile indicates they are likely to have a preference for following tried and tested methods, Sample Report may be expected to be a little disinclined to accept novel ideas, unless their benefits are fairly clear. However, as their scores suggest they are not that rule-bound or rigid, they should be relatively adaptable and open to change. Their profile indicates they are likely to be above average respectful of authority and is likely to value tradition. As a result, they are likely to feel a reasonably strong sense of allegiance to conventional moral standards and codes of ethical conduct. This may result in their occasionally being slightly lacking in expediency. As their scores suggest they are fairly socially bold, they are likely to be reasonably happy to take a stand on those ethical issues they consider to be important.



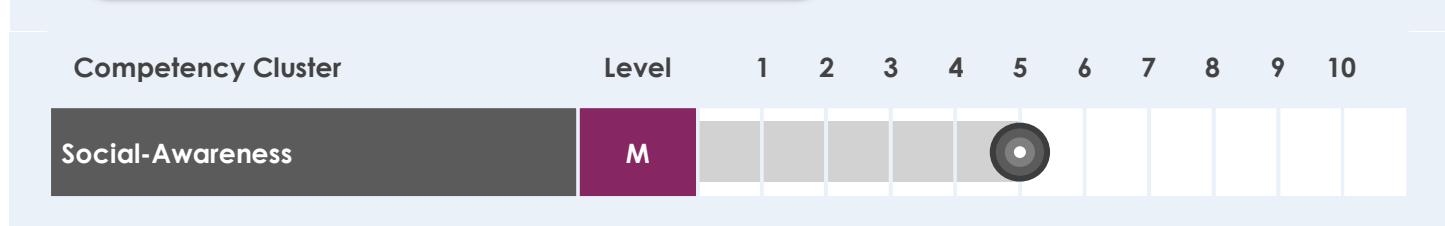
SOCIAL-AWARENESS COMPETENCY CLUSTER

This competency cluster details behavioural styles that are characterised by:

- Empathy
- Interpersonal Openness
- Organisational ('political') Awareness
- Service Orientation

These competencies enable a person to: understand others' motives, emotions and behaviour; be open to others' points of view and perspectives; be sensitive to interpersonal and organisational dynamics.

SOCIAL-AWARENESS PROFILE CHART



EMPATHY

Sample Report's profile suggests they are as warm and empathic as most other people, and is likely to be fairly concerned to attend to the nuances of the setting they find themselves in. As a result, they would be expected to have a fair degree of insight into others' thoughts and feelings. Having a profile which suggests an average level of interest in other people, they are likely to be as sympathetic and understanding as most. Moreover, they would be expected to be at least as motivated as most other people to promote harmonious working relationships. However, despite Sample's profile indicating that they are likely to be relatively concerned about the welfare of others, their scores suggest they are fairly assertive. As a result, they would not be expected to experience particular difficulty ensuring that their colleagues' personal needs are balanced against the demands of work.

INTERPERSONAL OPENNESS

Sample Report's responses to the questionnaire suggest that, despite them being a little less agreeable and accommodating than most, they are nonetheless likely to be as warm, caring and compassionate an individual as most. As a consequence, their active listening skills would be expected to be at least as good as those of most other people. However, as their profile suggests they are fairly conservative and traditional by nature, they may not be that open to others' views and opinions if they are very radical and quite unconventional.

ORGANISATIONAL AWARENESS AND SERVICE ORIENTATION

Having a pattern of scores that indicates they are likely to be reasonably sensitive to the subtleties and overtones of social situations, Sample Report would be expected to be relatively motivated to pay attention to the power relationships and emotional undercurrents within any given group or organisation. As their scores suggest they are fairly trusting and quite inclined to take others at face value, they are unlikely to feel great need to question their motives and consider what hidden agendas (if any) may be at play. Sample Report's profile suggests that although they are likely to have an average level of interest in understanding other people's needs, wants and goals, they are likely to be less intuitive than most. As a result, while they would be expected to be at least as motivated as most to try to understand clients' requirements and consider how these can be met, they may have a little more difficulty than some fully appreciating these if they are unclear.



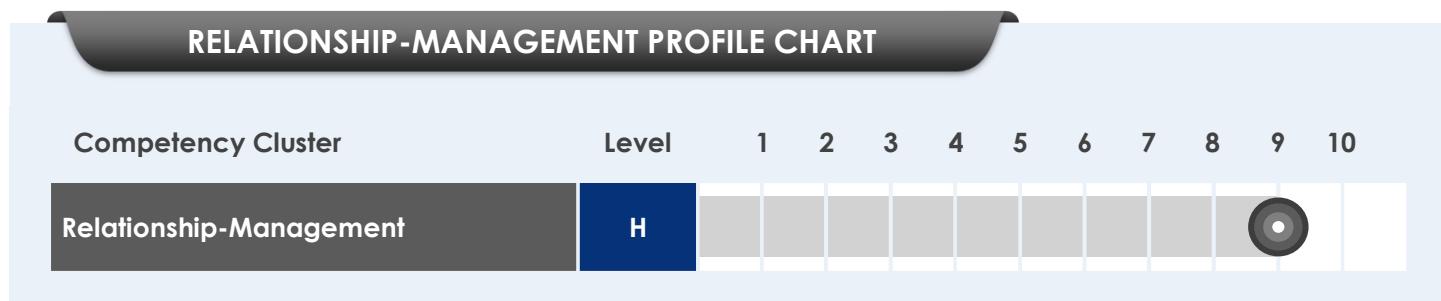
RELATIONSHIP-MANAGEMENT COMPETENCY CLUSTER

This competency cluster details behavioural styles that are characterised by:

- Persuasiveness
- Conflict Management
- Inspirational Leadership
- Change Catalyst
- Team Working
- Open Communication

These competencies enable a person to: communicate effectively, relating to others with diplomacy and tact; negotiate successfully; motivate others and actively promote change; network; work collaboratively, openly share information and actively participate in team projects; develop colleagues' potential through coaching, mentoring and teaching.

RELATIONSHIP-MANAGEMENT PROFILE CHART



PERSUASIVENESS AND CONFLICT MANAGEMENT

As the assessment results suggest they are fairly socially confident and is likely to feel pretty comfortable and at ease when speaking to large groups of people, Sample Report would be expected to be a relatively effective public speaker. The profile further suggests Sample Report is fairly assertive and may be a little inclined to 'take centre stage' in meetings and discussions. As a consequence, there is a risk that their more reticent colleagues may on occasion find their a little overpowering and may even have a little difficulty 'making their voice heard'. In situations where they are negotiating with others they would be expected to try to achieve a balance between making sufficient concessions to move the negotiations forward while not conceding on the most important issues. As their scores suggest they are reasonably motivated to attend to the emotional undercurrents of the setting they find themselves in, they should be capable of being reasonably diplomatic and tactful.

INSPIRATIONAL LEADERSHIP AND CHANGE CATALYST

Having a profile which suggests they are fairly lively and participative, Sample Report is unlikely to experience particular difficulty energising and motivating others and galvanising them into action. As their responses to the questionnaire indicate they are likely to be fairly traditional in approach, they are relatively unlikely to enthusiastically promote new working methods, practises and procedures.



TEAM WORKING AND OPEN COMMUNICATION

As their profile suggests they are quite group-orientated, they should enjoy team work. Moreover, Sample Report would be expected to have quite a large network of friends and colleagues to call upon for help and advice if needed. Their results further suggest they are not particularly inclined to doubt people's motives and is likely to be reasonably open and straightforward in their dealings with colleagues. Consequently, they are unlikely to see any particular reason to be guarded or manipulative in their work relationships. As a result, they should be fairly happy to share information and knowledge with their colleagues, with them not fearing they may use this information to gain an advantage over them. Therefore, they are unlikely to be concerned that the development of others might undermine their position at work. Their profile suggests that, when developing colleagues, they are likely to prefer to adopt a balanced style, which incorporates elements of teaching along with mentoring and coaching. As their scores indicate they are inclined to believe they has at least as much as most others to contribute to the development of staff, they are likely to be fairly happy to take on such roles.



DEVELOPMENT PLANNING

This section provides respondents with the opportunity for self-reflection and self-development. Work with Sample Report to define development goals based on the results of the profile.

Suggested development process:

1. Feedback and reactions
2. Selecting areas for development
3. Development plan

A detailed description of Sample Report's most likely behaviour on each of the competency behavioural dimensions is provided in this section along with development recommendations. Please review these before working with them on the development plan.



1. FEEDBACK AND REACTIONS

Gauging Sample Report's reaction to the profile is essential to the interpretation of the results and is useful in determining a development plan. A copy of the "Feedback" report can be shared with Sample Report before discussing the results with them. Use the following questions to gauge their overall reaction to the feedback.

What did you learn from the results?

How did your perceptions of your workplace behaviour compare to those of the profile?

What areas did you agree with the most?

What areas did you disagree with the most?



2. SELECTING AREAS FOR DEVELOPMENT

Discuss with Sample Report which areas they would like to focus on for development after having reviewed the report's findings. Use this page as the basis for all agreed development plans.

This development plan is for: **This development plan is overseen by:**

| | | |
|------------------|---------------|--|
| Name | Sample Report | |
| Position | | |
| Signature | | |
| Date | | |

The table below lists the competencies used in Fine Nine Competency Framework. The areas which have been determined as most in "Need" for development from the profile have been marked with a check mark under the "Need" column, though users may also select other areas which they deem to be in need for development.

| Domain | Competency Cluster | Need | Priority |
|-----------------------|-------------------------|--------------------------|--------------------------|
| Personal Domain | Self-awareness | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Domain | Self-management | <input type="checkbox"/> | <input type="checkbox"/> |
| Inter-Personal Domain | Social Awareness | <input type="checkbox"/> | <input type="checkbox"/> |
| Inter-Personal Domain | Relationship Management | <input type="checkbox"/> | <input type="checkbox"/> |

Dimensions selected as being in "Need" of development and which have also been selected as a "Priority" should be considered as part of Sample Report's development plan.



3. DEVELOPMENT PLAN

Please consider the following points in order to gain as much benefit from the development plan:

- Focus on the dimensions identified for development from the previous page.
- The development guides provide general recommendations for development. Use the development recommendations to help determine which development activities to pursue.
- Keep the objectives simple and measurable.
- Define how to monitor and evaluate progress.
- Use the provided form to put the plans in writing.
- Monitor Sample Report's progress through regular review meetings.

What areas do you wish to develop?

Why is it important or necessary to develop these areas?

How will you go about developing these areas?

Who do you need support from in order to achieve your development objectives?

When do you wish to achieve the desired development?