

3 Step Interviewer's Checklist

Taken from the Job Fit (Interview Guide) The McQuaig Psychometric System™

1. Before the Interview		
	Review job requirements, the candidate's resume and psychometric profile (the McQuaig Word Survey®) Telephone screen the candidate to clarify skills and fit. Review the interview questions and get an understanding of what to expect in the responses.	Graphical Summary This report compares The McClusia Jub Survey@ results for the position of Test Executive(2) (as described by Test Executive, on November 15, 2007) to Sample Candidate's McClusia Word Survey@ results. Test Executive(2) Samele Candidate Shautional Real Shautional Shautional Real Shautional S
	the responses.	Sample Candidate's profile and factor scores produce a strong temperament match to The Job Survey. However, other factors such as learned behaviour, knowledge, skills and abilities must be probed thoroughly to understand his capabilities fully.
2. Interview Structure (1 hour interview)		
	First 5 Minutes: Offer a refreshment, develop rapport; make the candidate feel comfortable, discuss areas of common interest.	
	Next 5 Minutes: Inform candidate of interview structure; provide a brief overview of your company and the role but do not describe specific qualities that you seek in the ideal candidate.	
	Next 40 minutes: Candidate provides information about job history. If the candidate has questions, defer to the end of the interview.	
	Final 10+ minutes: Candidate asks questions. Discuss the great opportunity that your company provides, but also make them aware of the possible challenges the successful candidate may face.	
3. After the Interview		
	Review your notes, add detail, score responses and make a recommendation.	
	In most countries, human rights or equal opportunity legislation makes it unlawful to ask or record anything that would indicate the candidate's age, sex, marital or family status, etc.	

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Interviewer's Checklist - continued

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Tips:

- ✓ Be on time.
- ✓ Ensure no interruptions from phones, email, people.
- ✓ Do not read questions to the candidate ask them in a casual, friendly tone.
- ✓ Be non-judgmental the interview is for information gathering, not decision-making.
- ✓ The candidate should be doing 80% of the talking.
- ✓ Take brief notes, but maintain eye contact.
- ✓ Smile treat every candidate like a customer.

The Job Fit (Interview Guide) from The McQuaig System™

This practical report is designed to help line managers:

- ✓ structure their interviews
- ✓ keep consistency in their questioning
- ✓ evaluate each candidate fairly

Based on the candidate's profile and the job benchmark, The McQuaig Interview Guide produces a list of indepth questions for you to ask during the interview.

It enables better quality interviews and provides a consistency to the interview



process. This structure builds consistency into the recruitment process.

The Line manager can concentrate on asking probing questions (also included) and listen to the answers. As the Guide is separate from the main psychometric profile, HR can collate the McQuaig Job Fit - Interview Guide for analysis after the interview.

Using this benchmark to interview every candidate ensures:

- ✓ structure and consistency
- ✓ every candidate is treated fairly
- ✓ the interview produces better decisions than standard, unstructured interviews.

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