

THE McQUAIG JOB SURVEY®

The McQuaig Job Survey® is designed to help your organisation define the behavioural requirements for a specific position.

As you go through the Survey, describe how you believe the ideal performer would do the job, rather than describing someone who might currently be doing the job.

Be sure to focus on those behaviours that are essential for success and put less emphasis on those that would simply be nice to have.




How to complete this form:

There are twenty-one groups of words or statements. Rank each word or statement according to how it best describes the specific position.

A	MOST IMPORTANT BEHAVIOUR
B	SECOND MOST IMPORTANT BEHAVIOUR
C	THIRD MOST IMPORTANT BEHAVIOUR
D	LEAST IMPORTANT BEHAVIOUR

There should only be one A, one B, one C and one D for each set.

Example:

<u>Correct</u>		<u>Incorrect</u>	
Is cooperative	A	Is cooperative	 B
Acts assertively	D	Acts assertively	 D
Is calm	C	Is calm	 B
Brings others together	B	Brings others together	A

For assistance in scoring and using this form, contact your organisation's McQuaig Interpreter.

The McQuaig Institute®, Toronto, Canada.

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THE McQUAIG JOB SURVEY®

JOB SURVEYED:	DATE:
NAME:	TITLE:
COMPANY:	

There should only be one A, one B, one C and one D for each set.

SUCCESS IN THIS JOB REQUIRES AN INDIVIDUAL WHO:

is competitive	<input type="checkbox"/>	is a perfectionist at times	<input type="checkbox"/>	helps others	<input type="checkbox"/>
maintains a positive outlook	<input type="checkbox"/>	makes decisions easily	<input type="checkbox"/>	is composed	<input type="checkbox"/>
sets an even pace	<input type="checkbox"/>	has an out-going personality	<input type="checkbox"/>	works within company policies	<input type="checkbox"/>
respects authority	<input type="checkbox"/>	does not mind repetitive tasks	<input type="checkbox"/>	welcomes responsibility	<input type="checkbox"/>

does not pressure others	<input type="checkbox"/>	seizes opportunities	<input type="checkbox"/>	needs to achieve	<input type="checkbox"/>
sticks to established procedures	<input type="checkbox"/>	trusts others	<input type="checkbox"/>	is a good communicator	<input type="checkbox"/>
is enterprising	<input type="checkbox"/>	avoids setting unnecessary deadlines	<input type="checkbox"/>	remains calm	<input type="checkbox"/>
is persuasive	<input type="checkbox"/>	likes to do things personally	<input type="checkbox"/>	is well organised	<input type="checkbox"/>

is precise and accurate	<input type="checkbox"/>	maintains quality control	<input type="checkbox"/>	does not need constant change	<input type="checkbox"/>
is an individualist	<input type="checkbox"/>	makes things happen	<input type="checkbox"/>	specialises in his/her field	<input type="checkbox"/>
understands people	<input type="checkbox"/>	is at home with people	<input type="checkbox"/>	is ambitious	<input type="checkbox"/>
establishes routines	<input type="checkbox"/>	has a calming affect on others	<input type="checkbox"/>	enjoys influencing others	<input type="checkbox"/>

is confident dealing with others	<input type="checkbox"/>	is relaxed and easygoing	<input type="checkbox"/>	wants recognition	<input type="checkbox"/>
does not rock the boat	<input type="checkbox"/>	takes direction well	<input type="checkbox"/>	is full of enthusiasm	<input type="checkbox"/>
works very carefully	<input type="checkbox"/>	sets goals	<input type="checkbox"/>	remains even tempered	<input type="checkbox"/>
tackles problems aggressively	<input type="checkbox"/>	is optimistic	<input type="checkbox"/>	is cooperative	<input type="checkbox"/>

makes friends easily	<input type="checkbox"/>	is expressive	<input type="checkbox"/>	works well with others	<input type="checkbox"/>
is patient with people	<input type="checkbox"/>	is not easily upset	<input type="checkbox"/>	is dependable	<input type="checkbox"/>
is conscientious	<input type="checkbox"/>	follows instructions	<input type="checkbox"/>	is good with detail	<input type="checkbox"/>
strives for success	<input type="checkbox"/>	wants to win	<input type="checkbox"/>	takes risks	<input type="checkbox"/>

is results oriented	<input type="checkbox"/>	is very thorough	<input type="checkbox"/>	likes things done right	<input type="checkbox"/>
makes a good impression	<input type="checkbox"/>	needs challenge	<input type="checkbox"/>	enjoys having authority	<input type="checkbox"/>
is reliable	<input type="checkbox"/>	is friendly and sociable	<input type="checkbox"/>	is a fluent conversationalist	<input type="checkbox"/>
works well under supervision	<input type="checkbox"/>	enjoys stability	<input type="checkbox"/>	is consistent	<input type="checkbox"/>

works within existing systems	<input type="checkbox"/>	is systematic	<input type="checkbox"/>	meets difficult situations head on	<input type="checkbox"/>
is risk-averse	<input type="checkbox"/>	is predictable in performance	<input type="checkbox"/>	is outgoing and extroverted	<input type="checkbox"/>
takes charge naturally	<input type="checkbox"/>	is a leader	<input type="checkbox"/>	is a steady performer	<input type="checkbox"/>
is entertaining	<input type="checkbox"/>	genuinely likes people	<input type="checkbox"/>	follows the rules	<input type="checkbox"/>