

# Giving Feedback using McQuaig

## 1. Find a suitable place



Quiet

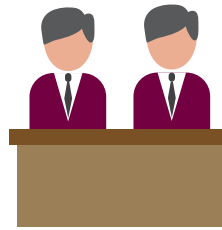


Private



Comfortable

## 2. Ask individual how they found completing the Survey. You may find:



- They were interrupted
- They were in a noisy environment
- They had to look up definitions
- They weren't sure why they were being asked to complete it

## 3. Use the 'Trait Descriptors' sheet to ask, "If you had to choose a box that described you, which one would it be?". You should:



- Go trait by trait D-S-R-C
- Cover up the other traits

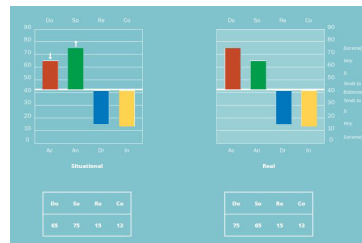


- Say it is "OK to be somewhere in the middle" if they are having trouble choosing

NOTE: This is a simple way to replicate how they completed their survey originally.

## 4. Introduce the Word Survey graph. Hide the Situational, leaving the Real visible. Explain:

- Two sides - Real & Situational
- Each of the traits



- 42 line 'Middle line' Strength of trait ('tends to', 'is' etc.).
- Remember the 'tea/coffee' analogy

## 5. Uncover the Situational. Identify any adjustments being made (arrows). A few questions to ask:



- ✓ What role were you doing when you completed the Survey?
- ✓ Do you feel you are making these adjustments?
- ✓ Can you identify any reasons for these adjustments?
- ✓ If low morale: Do you feel as though you are getting the most from your role?
- ✓ If high morale/stretching: Do you feel able to cope with your workload? Are you enjoying your role?

## 6. Provide 'Feedback Report' for individual to keep. You may also want to consider the McQuaig Self-Development Report.

