



# Interviewer's Checklist - continued

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

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## Tips:

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- ✓ 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.

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

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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 in-depth 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.



Learned Behaviours and Skills/Experience						
Skills/Experience Summary						
1	2	3	4	5	6	7
Attitudes and Beliefs						
1	2	3	4	5	6	7
Self Motivation						
1	2	3	4	5	6	7
Stability and Persistence						
1	2	3	4	5	6	7
Maturity and Judgement						
1	2	3	4	5	6	7
Aptitudes/Capacity to Learn						
1	2	3	4	5	6	7
References						
1	2	3	4	5	6	7

**For your free trial of The McQuaig System call 0800 043 3950  
or email [info@holstgroup.co.uk](mailto:info@holstgroup.co.uk)**

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