

# THE McQUAIG JOB SURVEY®

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## The Holst Group

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.

<b>A</b>	<b>MOST IMPORTANT BEHAVIOUR</b>
<b>B</b>	<b>SECOND MOST IMPORTANT BEHAVIOUR</b>
<b>C</b>	<b>THIRD MOST IMPORTANT BEHAVIOUR</b>
<b>D</b>	<b>LEAST IMPORTANT BEHAVIOUR</b>

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	<b>A</b>	Is cooperative  <b>B</b>
Acts assertively	<b>D</b>	Acts assertively  <b>D</b>
Is calm	<b>C</b>	Is calm  <b>B</b>
Brings others together	<b>B</b>	Brings others together <b>A</b>

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"/> maintains a positive outlook <input type="checkbox"/> sets an even pace <input type="checkbox"/> respects authority <input type="checkbox"/>	is a perfectionist at times <input type="checkbox"/> makes decisions easily <input type="checkbox"/> has an out-going personality <input type="checkbox"/> does not mind repetitive tasks <input type="checkbox"/>	helps others <input type="checkbox"/> is composed <input type="checkbox"/> works within company policies <input type="checkbox"/> welcomes responsibility <input type="checkbox"/>
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does not pressure others <input type="checkbox"/> sticks to established procedures <input type="checkbox"/> is enterprising <input type="checkbox"/> is persuasive <input type="checkbox"/>	seizes opportunities <input type="checkbox"/> trusts others <input type="checkbox"/> avoids setting unnecessary deadlines <input type="checkbox"/> likes to do things personally <input type="checkbox"/>	needs to achieve <input type="checkbox"/> is a good communicator <input type="checkbox"/> remains calm <input type="checkbox"/> is well organised <input type="checkbox"/>
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is precise and accurate <input type="checkbox"/> is an individualist <input type="checkbox"/> understands people <input type="checkbox"/> establishes routines <input type="checkbox"/>	maintains quality control <input type="checkbox"/> makes things happen <input type="checkbox"/> is at home with people <input type="checkbox"/> has a calming affect on others <input type="checkbox"/>	does not need constant change <input type="checkbox"/> specialises in his/her field <input type="checkbox"/> is ambitious <input type="checkbox"/> enjoys influencing others <input type="checkbox"/>
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is confident dealing with others <input type="checkbox"/> does not rock the boat <input type="checkbox"/> works very carefully <input type="checkbox"/> tackles problems aggressively <input type="checkbox"/>	is relaxed and easygoing <input type="checkbox"/> takes direction well <input type="checkbox"/> sets goals <input type="checkbox"/> is optimistic <input type="checkbox"/>	wants recognition <input type="checkbox"/> is full of enthusiasm <input type="checkbox"/> remains even tempered <input type="checkbox"/> is cooperative <input type="checkbox"/>
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makes friends easily <input type="checkbox"/> is patient with people <input type="checkbox"/> is conscientious <input type="checkbox"/> strives for success <input type="checkbox"/>	is expressive <input type="checkbox"/> is not easily upset <input type="checkbox"/> follows instructions <input type="checkbox"/> wants to win <input type="checkbox"/>	works well with others <input type="checkbox"/> is dependable <input type="checkbox"/> is good with detail <input type="checkbox"/> takes risks <input type="checkbox"/>
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is results oriented <input type="checkbox"/> makes a good impression <input type="checkbox"/> is reliable <input type="checkbox"/> works well under supervision <input type="checkbox"/>	is very thorough <input type="checkbox"/> needs challenge <input type="checkbox"/> is friendly and sociable <input type="checkbox"/> enjoys stability <input type="checkbox"/>	likes things done right <input type="checkbox"/> enjoys having authority <input type="checkbox"/> is a fluent conversationalist <input type="checkbox"/> is consistent <input type="checkbox"/>
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works within existing systems <input type="checkbox"/> is risk-averse <input type="checkbox"/> takes charge naturally <input type="checkbox"/> is entertaining <input type="checkbox"/>	is systematic <input type="checkbox"/> is predictable in performance <input type="checkbox"/> is a leader <input type="checkbox"/> genuinely likes people <input type="checkbox"/>	meets difficult situations head on <input type="checkbox"/> is outgoing and extroverted <input type="checkbox"/> is a steady performer <input type="checkbox"/> follows the rules <input type="checkbox"/>
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**THANK YOU.**