

We know people
We know business
We know ...



The McQuaig System™ — Overview

The McQuaig System™ provides you with the tools to select people who fit into your company's culture and manage them in a way that ensures that they reach their maximum potential. The System is built around a number of user-friendly yet powerful, diagnostic tools that, together with the knowledge of how to apply them, gives you the power to make people your **competitive edge**.

The McQuaig System™ accomplishes this by supporting a three-step process:

Step 1. Define the Job: Achieve consensus on the total requirements of the job. Understand the key behavioural requirements that will determine success.

Step 2. Assess the Candidate: Identify the candidate's behavioural style, compare it to the job requirements and use this information to focus your interview time.

Step 3. Retain and Motivate Your People: Understand what motivates your employees and provide an environment that enables them to excel.

How do I use The McQuaig System™?

You can:

- ◆ Connect to McQuaig On-Line® via the internet and complete McQuaig Job Surveys and McQuaig Word Surveys 'on-line'
- ◆ Assign assessments to candidates for them to complete on-line in remote locations
- ◆ Use our bureau service and simply fax the completed McQuaig Job Survey and McQuaig Word Survey forms to us for processing.

What's in The McQuaig System™

The McQuaig Job Analysis™

This is a self-conducted analysis of the key factors relating to the job which ultimately sharpens your focus on the behavioural demands of the job.

The McQuaig Job Survey®

This is a short questionnaire, to be completed by the hiring executive, focusing on various aspects of the job to be filled. Completion of this form will develop realistic behavioural criteria and competencies for the specific role. The simple but comprehensive report is used to assess candidates who complete The McQuaig Word Survey® and provides job-based behavioural questions. Reports available are:

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|--|---|
| ◆ Graph | ◆ Profile Interpretation |
| ◆ Leadership profile | ◆ Selling Style Report |
| ◆ Job-specific, behaviourally-based interviewing questions | ◆ Job-specific behaviourally-based reference checking questions |
| ◆ Job Fit report (Interview Guide) | ◆ Behavioural summary |

The McQuaig Word Survey®

The Word Survey is a tried and trusted method of appraising a job candidate's temperament style — probably the most important factor for predicting success in key jobs such as selling, supervising or managing and highly predictive in determining suitability for any job role. The Word Survey, a highly efficient, well validated, self-appraisal technique, gives the hiring executive information on how the candidate will perform on the job — highlighting potential strengths and weaknesses. Additional reports included are perfect for managing and coaching the individual once hired.



The Word Survey provides detailed reports of sales potential, leadership style, capacity to work under pressure, to work independently, to work with detail, as well as the candidate's ability to co-ordinate efforts with others. The reports included are:

- ◆ Graph
- ◆ Leadership Profile
- ◆ Interviewing Questions
- ◆ Management Overview
- ◆ Strategies/Coaching & Developing
- ◆ Team Approach
- ◆ Profile Interpretation
- ◆ Selling Style Report
- ◆ Job Fit Report
- ◆ Motivating Factors
- ◆ Learning Style
- ◆ Contents & report description

The McQuaig Word Survey® Observer 360°

The Observer is a tool which describes how other people see us in behavioural terms. Often referred to as a '360', it can give us a more complete view of who we are and how we are seen. Used in conjunction with the Word Survey and Job Survey it becomes a comprehensive, multi-dimensional, reporting tool. The Observer includes:

- ◆ Graph
- ◆ Associates' observations

The McQuaig Occupational Test®

Seldom is it possible to appraise a candidate in action on the job, or to judge the candidate's ability to handle problems not previously encountered, or to learn new tasks. Scientifically prepared psychological tests are a widely accepted method of overcoming this final hurdle in objective selection.

The Occupational Test indicates a candidate's capacity to grasp new ideas, to solve mental problems and to learn quickly. It is a measure of mental agility, the ability to solve problems quickly whilst under pressure.

The McQuaig Self-Development Survey®

This is a stand-alone report which is focussed on personal development. Like The Word Survey Interpretation Report, it lists an individual's strengths and developmental areas, but with some very significant differences:

- ◆ More detail on likely job-related behaviours associated with each trait;
- ◆ Action Items to help your employees maximize their strengths and manage their developmental areas more effectively, including worksheets to help create an Action Plan;
- ◆ The language is geared specifically to the employee, not their manager.
- ◆ It is 'action-oriented'. It answers the 'So, what now?' question that people ask themselves after completing a self-assessment.
- ◆ It gives employees the opportunity to manage their own development.

Why should I use The SDS?

As companies face the looming talent wars, a key strategic weapon will be their ability to retain and develop their current staff. But, with shrinking HR budgets and increasing demands on every manager's time, coaching and mentorship programs may struggle to get the attention and resources they deserve. Companies need a tool that allows employees to self-manage their development and careers.

The SDS Report's 'stand-alone' nature makes it ideal for leadership development and career counselling, as well as increasing effectiveness and self-awareness in both organisational and personal environments.

The report has comprehensive instructions and guidance for the self-paced program and includes sections on:

- ◆ How to use the program
- ◆ Detailed report of behaviours
- ◆ Optimise strengths
- ◆ Summary of report
- ◆ Follow up and mentoring
- ◆ Graphical summary of profile
- ◆ Action items
- ◆ Manage developmental areas
- ◆ Action plans
- ◆ Notes and advice

We have appointed a team of qualified psychologists who are available to candidates across Australia. All have specific expertise in self-development and coaching as well as extensive experience of the instruments used.

SOMM-0707

Find out how The Rogers Group can make it easier to define jobs, assess candidates and retain employees

THE ROGERS GROUP

we know people!

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