



## OVERVIEW

Welcome to McQuaig On-Line®, the web-based assessment system that allows you to do assessments on line quickly and efficiently using The McQuaig System™.

McQuaig Word Surveys®, McQuaig Job Surveys® and McQuaig Self-Development Surveys® can be completed on line by candidates, current employees or managers. All Surveys are processed on The McQuaig Institute®'s high speed, secure server and you can choose to receive survey reports in Word.doc or PDF format, either as an email attachment or a link to pick up the reports.

On the following pages, you'll find step-by-step instructions for some of the most frequently used functions of McQuaig On-Line®.

### HOW TO ACCESS MCQUAIG ON-LINE®

After you have been registered to use McQuaig On-Line®, confirmation will be sent by email to you. The confirmation will include a USER ID and PASSWORD. This information should be kept in a secure place to maintain the confidentiality and the integrity of The McQuaig System™.

Access to McQuaig On-Line® is available by using the web link in your confirmation email or by going to The Rogers Group's website: [www.rogersgroup.com.au/Services/McQuaig/mcquaigonline.htm](http://www.rogersgroup.com.au/Services/McQuaig/mcquaigonline.htm) and clicking on the McQuaig On-Line® link at the bottom of the page.

After entering your User ID and Password, you will arrive at the following screen:

- Use this link to request uses
- Uses currently available
- Your account expiry date

Choose "Job Surveys" to benchmark a position; or choose "Word Surveys" to have a manager, employee and/or applicant fill in a Survey on line to profile their individual behavioural/temperament traits. Then select the link to "Assign" a Survey if it is to be completed on line; or select the "Score" link if the survey has been completed on paper (see detailed instructions on the following pages).

### HELP!

If you want to know more about how you can use McQuaig On-Line®, please contact your Rogers Group consultant on 1300 ROGERS (764377), or if outside Australia +61 7 3245 8777.



## HOW TO ASSIGN A JOB SURVEY TO BE COMPLETED ON LINE

### STEP 1

Select the **Job Surveys** tab  
Click on the **Assign** link

McQuaig On-Line® - Windows Internet Explorer  
https://survey.mcquaig.com/secure/Shell.aspx?lid=  
Change Language Set Password Logout  
THE McQUAIG INSTITUTE  
John Smith (XYZ Sample Company)  
Overview Explorer Surveys  
Job Surveys Word Surveys Self-Development Surveys  
New Surveys  
Assign Assign Individuals who know the job well to fill in a Job Survey on-line.  
Score Enter the A,B,C,D responses from a completed Job Survey.  
Enter Scores Enter the total scores for a Job Survey that is not in the database.  
Existing Surveys  
Rerun Rerun a report for an existing Survey.  
Composite Combine two or more Job Surveys to create a composite profile for the job.  
Comparison Graphs Compare two or more Job Surveys to create a suite of comparison graphs.  
Order Surveys  
Uses available: 50  
Expiry: 2 Feb. 2009  
Privacy Policy Legal Policy Copyright  
McQuaig On-Line®  
Done Internet 100%

### STEP 2

You will need to create your Job Title.  
Click on **Add, Modify** to see the Job Titles screen.

Click on **New**

Fill in the Job Title

Click on **Add & OK**, then your Job Title will appear in the list.  
Click **Next**.

McQuaig On-Line® - Windows Internet Explorer  
https://survey.mcquaig.com/secure/Shell.aspx?lid=  
Assign Job Survey Wizard  
Choose Job Title  
Choose the Job Title for this Job Survey  
Add, Modify...  
Job Titles  
Job Titles:  
New  
Delete  
Job Title:  
Add  
OK  
Cancel  
Done Internet 100%



### STEP 3

Once you have selected or created the Job Title, complete the following information for the individual who you would like to fill in the Job Survey.

You can limit the time allowed for the individual to access and complete the Job Survey

### STEP 4

Choose interview questions to suit the job — a **Sales** or **Management** position, or **General** questions for any job at any level

If you have a completed Word Survey that you want to compare to the results of this Job Survey, click on the magnifying glass to select it

Select the reports you need. If unsure, select **All**\*

You can choose to receive your reports in Word.doc or PDF format, either as an attachment or a link in an email to pick up the reports

\*If you select All (reports) but do not wish to compare a Job Survey to this candidate, you must untick Job Fit and Job Fit (Interview Guide) before continuing.



**NOTE:** If you send the Survey to yourself, you will need to log out, and then log in using the link in the notification email for the assigned Survey.

Job Surveys do not affect your number of "Uses Available".



If the Job Survey was completed on-line, you will receive the reports automatically. If it was completed on paper, you can enter the responses directly into your company's McQuaig On-Line® account, using the following instructions.

## HOW TO ENTER THE RESPONSES FROM A JOB SURVEY COMPLETED ON PAPER

### STEP 1

- Select the **Job Surveys** tab
- Click on the **Score** link

### STEP 2

If you have already created your Job Title, select it and click **Next**. If the Job Title you want is not already in the list of existing Job Titles, click on **Add, Modify** to see the Job Titles screen.

- Click on **New**
- Fill in the Job Title
- Click on **Add & OK**, then your Job Title will appear in the list. Click **Next**.



### STEP 3

Once you have selected or created the Job Title, complete the following information for the person who completed the Job Survey.

### STEP 4

Choose interview questions to suit the job — a **Sales** or **Management** position, or **General** questions for any job at any level

If you have a completed Word Survey that you want to compare to the results of this Job Survey, click on the magnifying glass to select it

Select the reports you need. If unsure, select **All**\*

You can choose to receive your reports in Word.doc or PDF format, either as an attachment or a link in an email to pick up the reports

\*If you select All (reports) but do not wish to compare a candidate to this job, you must untick Job Fit and Job Fit (Interview Guide) before continuing.



**STEP 5**

Score Job Survey Wizard - Sales Representative

Language: English - International

**Enter Responses**

Enter the responses chosen by the Individual

Note: There must be only one A, one B, one C, and one D in each group.

1 is competitive maintains a positive outlook sets an even pace respects authority	2 is a perfectionist at times makes decisions easily has an out-going personality does not mind repetitive tasks	3 helps others is composed works within company policies welcomes responsibility
4 does not pressure others sticks to established procedures is enterprising is persuasive	5 seizes opportunities trusts others avoids setting unnecessary deadlines likes to do things personally	6 needs to achieve is a good communicator remains calm Is well organised
7 is precise and accurate is an individualist understands people establishes routine	8 maintains quality control makes things happen is at home with people has a calming effect on others	9 does not need constant change Specialises in his/her field is ambitious enjoys influencing others
10	11	12

Copy the A, B, C, D responses from the paper form. When you reach the end, click **OK**.

**HOW TO ASSIGN A WORD SURVEY TO BE COMPLETED ON LINE ON ANOTHER PERSON'S PC**

**STEP 1**

McQuaig On-Line® - Windows Internet Explorer

Change Language Set Password Logout

THE McQUAIG INSTITUTE®

Overview Explorer Surveys

John Smith (XYZ Sample Company)

Word Surveys Self-Development Surveys

**Select the **Word Surveys** tab**

**Click on the **Assign** link**

New Surveys

- Assign** Assign a candidate or an employee to fill in a Word Survey on-line.
- Score** Enter the A,B,C,D responses from a completed Word Survey.
- Add** Add a Word Survey report to an Assigned Self-Development or use scores from the database.
- Enter Scores** Enter the total scores for a Word Survey that is not in the database.

Existing Surveys

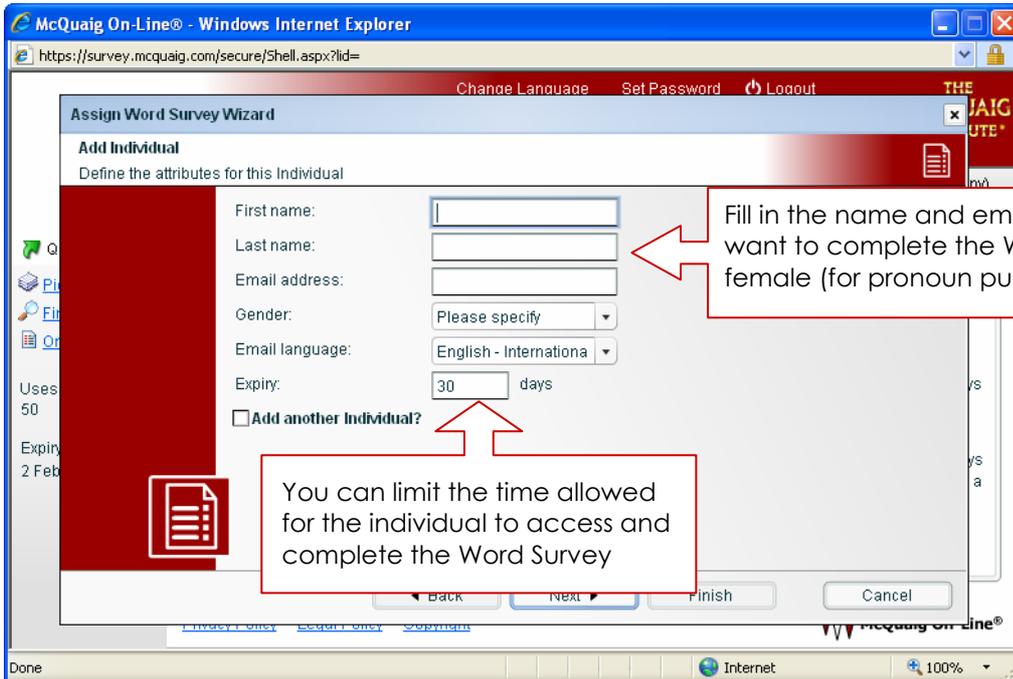
- Rerun** Rerun a report for an existing Survey.
- Composite** Combine two or more Word Surveys to create a composite profile.
- Comparison Graphs** Compare two or more Word Surveys to create comparison graphs (incl. a comparison to a Job Survey).

Privacy Policy Legal Policy Copyright

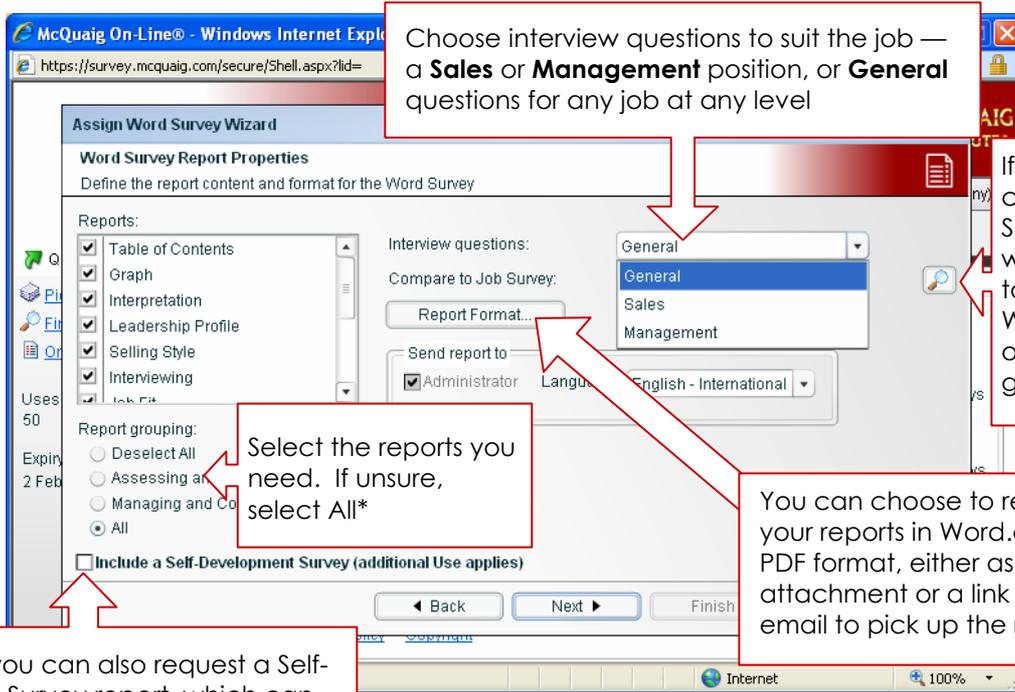
McQuaig On-Line®



### STEP 2



### STEP 3



\*If you select All (reports) but do not wish to compare a Job Survey to this candidate, you must untick Job Fit and Job Fit (Interview Guide) before continuing.



#### STEP 4

Click **Next** — this is where you can make any changes necessary before clicking **Next** again. When you click **Finish**, your “Uses Available” will count down by one (or if you have added the Self-Development Report, by two).

### HOW TO SET UP A WORD SURVEY TO BE COMPLETED ON A COMPUTER AT YOUR OFFICE

Follow the steps for assigning a Word Survey, but at step 2, enter an email address that can be accessed by the computer the candidate will use. Alternatively, enter your own email address, and after clicking on **Next** at the end of step 3, you will see this screen:

Click on the link to see the unique ID and password for this Survey. Use this ID and password for the candidate to log in.

Individual	User ID	Password
Smith, Joe	aligicae	apell5a



#### NOTE:

This is the only opportunity to see the ID & password for the Survey you have assigned. You cannot go back to view them again.

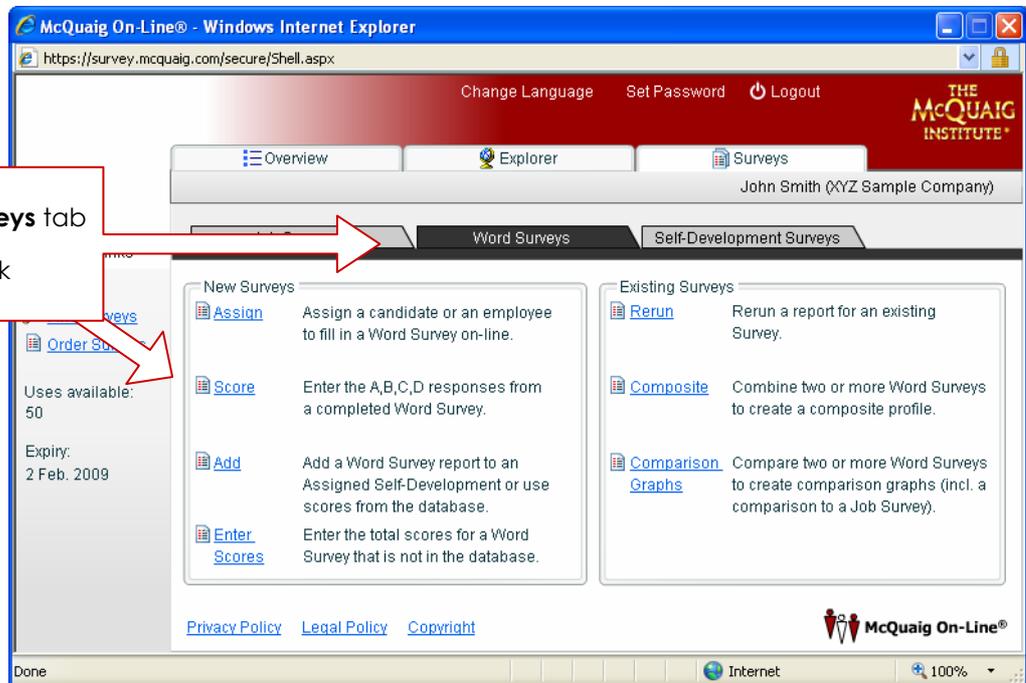
On the computer the candidate will use, go to <https://survey.mcquaig.com/> and enter the User ID and Password you have recorded for the Survey.



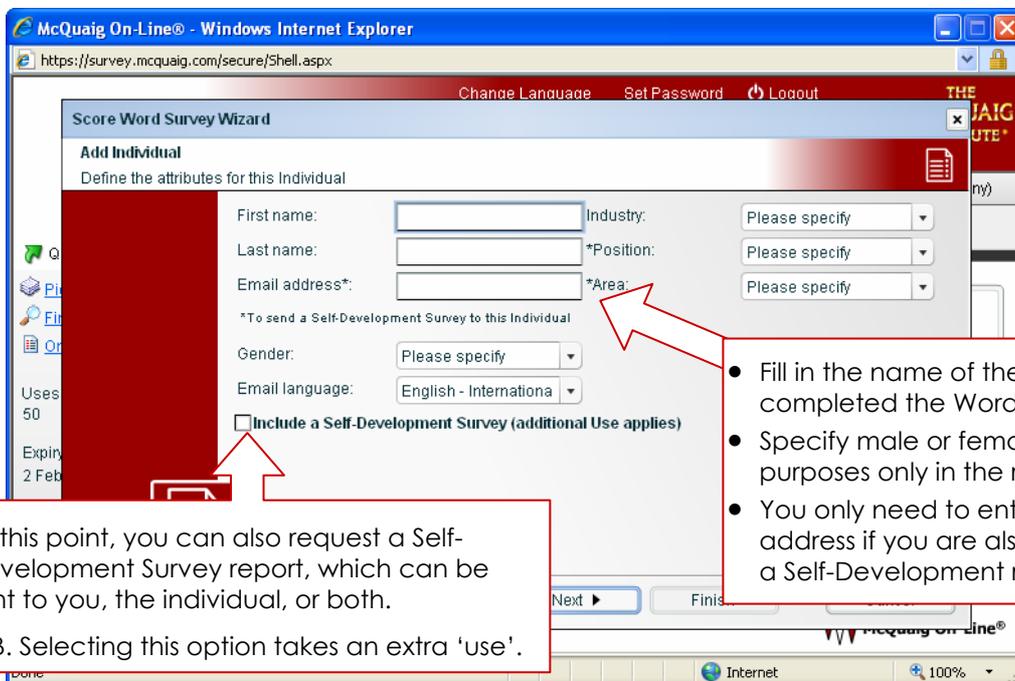
## HOW TO ENTER THE RESPONSES FROM A WORD SURVEY COMPLETED ON PAPER

### STEP 1

- Select the **Word Surveys** tab
- Click on the **Score** link



### STEP 2



At this point, you can also request a Self-Development Survey report, which can be sent to you, the individual, or both.  
N.B. Selecting this option takes an extra 'use'.

- Fill in the name of the person who completed the Word Survey.
- Specify male or female (for pronoun purposes only in the reports).
- You only need to enter their email address if you are also sending them a Self-Development report.



**STEP 3**

Choose interview questions to suit the job — a **Sales** or **Management** position, or **General** questions for any job at any level

If you have a completed Job Survey that you want to compare to the results of this Word Survey, click on the magnifying glass to select it

Select the reports you need. If unsure, select **All\***

You can choose to receive your reports in Word.doc or PDF format, either as an attachment or a link in an email to pick up the reports

\*If you select All (reports) but do not wish to compare a Job Survey to this candidate, you must untick Job Fit and Job Fit (Interview Guide) before continuing.

**STEP 4**

Select **Form B**  
(forms supplied by The Rogers Group are always Form B)



**STEP 5**

Copy the A, B, C, D responses from both sides of the paper form. When you reach the end, click OK.

**Once you have had an opportunity to review the reports you receive, we encourage you to discuss them with your Rogers Group consultant for further advice about The McQuaig System™.**

 **1 300 ROGERS (764 377)**  
 **info@rogersgroup.com.au**  
 **www.rogersgroup.com.au**

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

**THE ROGERS GROUP**

*we know people!*

PO Box 4100 Gumdale Qld 4154  
Unit 4, 75 Redland Bay Road  
Capalaba Qld 4157

email info@rogersgroup.com.au  
web www.rogersgroup.com.au

tel 1300 ROGERS [764377]  
Intl +61 7 3245 8777  
fax 1800 ROGERS [764 377]  
Intl +61 7 3823 2377