# Basic Guide to McQuaig On-Line®



# **OVERVIEW**

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

McQuaig Word Surveys<sup>®</sup>, McQuaig Job Surveys<sup>®</sup> and McQuaig Self-Development Surveys<sup>®</sup> can be completed on line by candidates, current employees or managers. All Surveys are processed on The McQuaig Institute<sup>®</sup>'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<sup>®</sup>.

#### How to access McQuaig On-Line®

After you have been registered to use McQuaig On-Line<sup>®</sup>, 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<sup>™</sup>.

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

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



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<sup>®</sup>, 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



#### STEP 2

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C htt	ps://survey.mcquaig.com/secure/Shell.aspx?lid= Assign Job Survey Wizard	You will need to create your Job Title. Click on <b>Add</b> , <b>Modify</b> to see the Job Titles screen.
	Choose Job Title Choose the Job Title for this Job Survey	Add, Modify
<b>⊘</b> Q		Job Titles
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50 Expin		Fill in the Job Title
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		Job Title: AddClick on Add & OK, then your Job Title will appear in the list.
Done		Click Next.



🖉 McQuaig On-Line® - Windows Internet Explorer	
https://survey.mcquaig.com/secure/Shell.aspx?lid=	✓ ▲
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Add Individual	
Perine the attributes for this Individual         First name:         Last name:         Pit         Email address:	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.
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for the individual to access and complete the Job Survey	Finish Cancel
Done	😜 Internet 🔍 100% 👻 🛒

# STEP 4

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<ul> <li>https://survey.mcquaig.com/secure/Shell.aspx</li> <li>Assign Job Survey Wizard - Sales Represent</li> <li>Job Survey Report Properties</li> <li>Define the report content and format for the Job</li> <li>Reports:         <ul> <li>Table of Contents</li> <li>Graph</li> <li>Interpretation</li> <li>Caph</li> <li>Interpretation</li> <li>Selling Style</li> <li>Job Fit (Interview Guide)</li> <li>Uses</li> <li>Report grouping:</li> <li>Expin</li> <li>Assign Job Survey Wizard - Sales Represent</li> </ul> </li> </ul>	Choose interview questions to suit the job ative a Sales or Management position, or General questions for any job at any level b Survey uestions: General General General General General If yo Work ompare to Word Survey: None Report Format Send report to Send report to Language: English Rational Choose interview questions to suit the job a Sales or Management position, or General questions for any job at any level If yo Work Compare to Word Survey: Send report to Language: English Rational Choose interview questions to suit the job a Sales or Management position, or General questions for any job at any level If yo Work General If yo	u have a completed d Survey that you t to compare to the lts of this Job Survey, c on the magnifying s to select it
ect the reports u need. If unsure, ect <b>All*</b>	You can choose to re your reports in Word.d PDF format, either as a attachment or a link in email to pick up the re	ceive loc or an n an eports

\*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



## STEP 2



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	Change Language Set Password () Logout THE
	Score Job Survey Wizard - Sales Representative
	Add Individual
₩ Q	First name:       Once you have selected or created the Job Title, complete the following information for the person who completed the Job Survey.
Uses 48 Expin 2 Fet	Email language: English - Internationa •
Done	

## STEP 4

C McQuaig On-Line® - Windows Internet Explorer	
https://survey.mcquaig.com/secure/Shell.aspx C Assign Job Survey Wizard - Sales Representative Job Survey Report Properties Define the report content and format for the Job Survey	Choose interview questions to suit the job — a <b>Sales</b> or <b>Management</b> position, or <b>General</b> questions for any job at any level
Reports:       Questions:         Table of Contents       Questions:         Graph       Industry:         Interpretation       Compare to:         Interpretation       Selling Style         Job Fit (Interview Guide)       Send report         Uses       All         Z Feb       All	General Please specify Word Survey: None Tormat ormat ort to strator Language: English ational •
ect the reports u need. If unsure, ect All*	Next       Finish         Finish       Finish         OU 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.



🖉 Score Job Survey Wizard - Sales Rep	oresentative - Windows Internet Explorer		
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Score Job Survey Wizard - Sales Repres	entative	×	
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Note: There must be only one A, one B, o	ne C, and one D in each group.		paper form.
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4 does not pressure others sticks to established procedures is enterprising is persuasive	seizes opportunities trusts others avoids setting unnecessary likes to do things personally		
7 is precise and accurate is an individualist understands people establishes routine 10	maintains quality control     9       makes things happen     0       is at home with people     0       has a calming effect on others     9	d	
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# HOW TO ASSIGN A WORD SURVEY TO BE COMPLETED ON LINE ON ANOTHER PERSON'S PC

STEP 1						
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Select the Word Surveys	tab				John Smith (XYZ S	ample Company)
Click on the Assign link			Word Surveys	Self-Deve	lopment Surveys	
CIICK OFFICE Assign IIIK		=New Surveys		Existing Survey	ys	
	rder Surveys	Assign Assign	Assign a candidate or an employee to fill in a Word Survey on-line.	Rerun 🗎	Rerun a report for a Survey.	n existing
Uses 50	s available:	■ <u>Score</u>	Enter the A,B,C,D responses from a completed Word Survey.	Composite	Combine two or mo to create a composi	re Word Surveys ite profile.
Expiry 2 Feb	y: o. 2009	Add Add	Add a Word Survey report to an Assigned Self-Development or use scores from the database.	Comparison <u>Graphs</u>	Compare two or mo to create compariso comparison to a Joi	ore Word Surveys on graphs (incl. a b Survey).
		Enter <u>Scores</u>	Enter the total scores for a Word Survey that is not in the database.			
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Done				8	Internet	🔍 100% 🔹 💡





#### 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.





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:

C McQuaig On-Line® - Windows Internet Explorer						
https://survey.mcquaig.com/secure/Shell.aspx				✓ ▲		
	Change Language S	Get Password 🛛 😃	Logout	AACOULATC		
Assign Word Survey Wizard - XYZ Sample Comp	any			× <u>5</u> *		
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Click on the link to see the unique ID	ssign Word Survey Wiza	ard - XYZ Sample Co	ompany			
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#### 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 <u>https://survey.mcquaig.com/</u> 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 2

🖉 McQuaig	On-Line® - Windows Internet Explor	er	
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a 🤜	Last name:	*Position:	Please specify
i	Email address*:	*Area:	Please specify 🔹
🔎 <u>Eit</u>	*To send a Self-Developn	nent Survey to this Individual	
Uses 50 Expin, 2 Feb	Gender: Email language: Include a Self-Devel	Please specify    Please specify	<ul> <li>Fill in the name of the person who completed the Word Survey.</li> <li>Specify male or female (for pronoun purposes only in the reports).</li> </ul>
his point, velopme	, you can also request on the singlividual or both	a Self- can be	• You only need to enter their email address if you are also sending them a Self-Development report.
. Selectin	ng this option takes an e	extra 'use'.	Internet





\*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





🖉 Score Word Survey Wizard - Wir	ndows Internet Explorer			
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Score Word Survey Wizard	5ama 4 0 8 0		×	
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Enter the responses chosen by the In	dividual		Co	ppy the A, B, C, D
Note: There must be only one A, one I	B, one C, and one D in each group	).		sponses from both les of the paper form.
1 - Part One	2 - Part One	3 - Part One	N WI	hen you reach the
strong-willed	believable	restful	en en	nd, click <b>OK</b> .
full of enthusiasm	composed	safety first		
dependable	wary	will to win		
easily influenced	relentless	liking people		
4 - Part One	5 - Part One	6 - Part One		
giving to others	make things happen	motivating others		
putting on pressure	make friends easily	stable		
socially skilled	reliable	grateful		
temperate	pliant	dauntless		
7 - Part One	8 - Part One	9 - Part One		
conservative	kind hearted	fearless		
flexible	enterprising	making friends		
fighting spirit	spellbinder	predictable		
happy	steadfast	devoted		
10 - Part One	11 - Part One	12 - Part One		
liked by others	unchanging	thankful		
Done	<u> </u>	S Internet	€ 100% ▼	

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<sup>™</sup>.

- 1300 ROGERS (764 377)
- info@rogersgroup.com.au
- Www.rogersgroup.com.au

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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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