



THE ROGERS GROUP

GOING ABOVE LOOKING BEYOND

SCREEN/TEST
ASSESSMENT
SERVICES

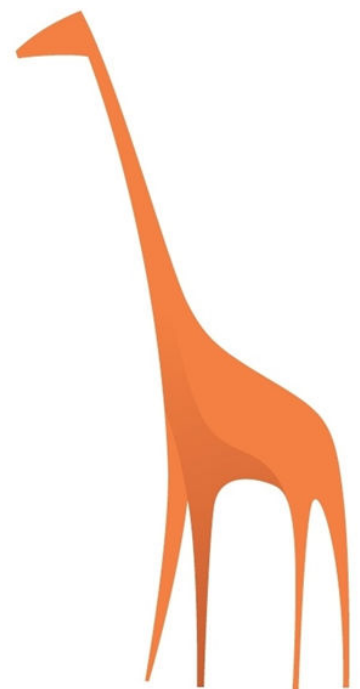
Product Catalogue

SCREEN/TEST
ASSESSMENT
SERVICES

January 2019

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INTRODUCTION

Our New Product Catalogue for January 2019

Welcome to our new Product Catalogue. We are very proud to have included a considerable number of new products in our range this year and are sure that you will benefit from the additional areas we are now able to help you assess.

Employee assessment, whether for selection or development can be a complex area. Our expertise lies in offering you consultancy to assist you in your choices of the ideal assessment battery, no matter what your needs.

To help you with your choices we have put together below a series of TRG Screen/Test Solution Packs. These solution packs are designed to manage the process for you with many of the most popular job roles. Whilst many of our customers utilise these solution packs, there will always be occasions when additional or special assessments are recommended as best practice. We would be pleased to advise you of the best options to suit your needs.

We offer a wide range of tests and assessments from a stable of 'World's Best Practice' suppliers. These are hosted on high security, 128 bit encrypted, web based platforms.

We offer our clients a one-stop-shop online assessment platform, which brings together "best of breed" recruitment, development and skills-based tests from a range of publishers. The platform currently has a wide range of online assessments – covering the whole range of pre-employment and development tools including cognitive ability, skills-based, emotional intelligence and industry specific tools (such as safety and integrity tests). It is designed to streamline the testing function, with the centralised platform allowing the delivery of a single candidate report which aggregates the results of multiple publishers.

We proudly boast exclusive access to the range of instruments from The McQuaig Institute®, the creator of the renowned and highly valid range of personality based instruments which comprise The McQuaig System™. The system includes job modelling tools, candidate assessment for selection and self-development modules. The system is an integrated online internet based tool and offers a complete spectrum of contextual reports ranging from selection, through supervision and management, to development. Specialised leadership and sales based reports can be provided and the input documents are available in a range of languages.

You will see from the pricing structure that the solution packs and individual assessments require a very low investment, particularly when compared to the extremely high cost of making a mistake. Our goal is to help you use our assessment batteries to reduce the risk in selecting the right person and increase the effectivity of developing team members already on board. The use of such systems has been reliably shown, time and time again, to provide a very high return on investment, not only in the areas of reduced attrition and increased productivity, but also in some more subtle factors, such as reduced Workers' Compensation premiums and increased customer service indices.

We urge you to contact one of our consultants today on 1300 ROGERS (764377) to discuss how we can help you implement these improvements.

TRG Screen/Test Solution Packs

TRG Screen/Test Solution Packs are a great way to quickly and seamlessly assess and select team members against 'ready now' assessment packs comprising recommended solutions based directly on the role type.

Typically, The Rogers Group recommends assessments as part of a solution for a role. TRG Screen/Test solution packs can be accessed directly over the Internet on the TRG Screen/Test platform, or they can be embedded in your current recruitment and development platform.

Opposite are some of the most popular examples of our Solution Packs.

REMEMBER - The prices you see in this catalogue are what you will actually pay, there are no additional hidden fees and charges. All telephone consultancy about test procedures, results and recommended further action is included. All prices are however, subject to GST at the rate current at time of order.

Management		Customer Service	
<i>Cognitive:</i>	High-level verbal, numerical, abstract.	<i>Cognitive:</i>	Basic to mid-level verbal, abstract.
<i>Personality:</i>	Results drive, ambition, decisiveness, delegating, coaching, strategic orientation. McQuaig Word Survey® Leadership Profile with Summary and specific analysis of Motivating and Teambuilding; Decision Making and Problem Solving; Leading Change and Developmental Considerations.	<i>Personality:</i>	Responsibility, teamwork, extraversion, conscientiousness, self-organisation. McQuaig Word Survey® Profile with Summary and specific analysis of Communication and Selling Styles. Management Overview and full Interpretation reports.
<i>Special:</i>	Emotional Intelligence	<i>Special:</i>	Disposition, communication, individual attention and competence, Employee Reliability.
<i>Role/Norms:</i>	Executive, Financial Controller, Sales, Operational, Retail, Franchise Manager.	<i>Role/Norms:</i>	Retail, Sales Assistant, General Workforce, Travel.
Call Centre		Sales & Marketing	
<i>Cognitive:</i>	Basic verbal, numerical, abstract.	<i>Cognitive:</i>	Mid-level verbal, numerical, abstract.
<i>Personality:</i>	Achievement, collaboration, teamwork, stress resilience, responsibility. McQuaig Word Survey® Profile with Summary and specific analysis of Communication and Selling Styles. Management Overview and full Interpretation reports.	<i>Personality:</i>	Need for results, ambition, sociability independence, competitiveness, restless drive. McQuaig Word Survey® Selling Style report with Selling Style Summary and specific analysis of Prospecting, Presentation and Closing.
<i>Special:</i>	Customer Service, Employee Reliability.	<i>Special:</i>	Emotional Intelligence
<i>Role/Norms:</i>	Inbound/Outbound, General Workforce, Finance.	<i>Role/Norms:</i>	Sales Assistant, Account Manager, Business Development, Sales Manager, Marketing Manager. Role specific through use of McQuaig Job Survey® job modelling.
Office Administration/Clerical		Graduate	
<i>Cognitive:</i>	Basic to mid verbal, numerical, abstract.	<i>Cognitive:</i>	High verbal, numerical, abstract.
<i>Personality:</i>	Attention to detail, self-organisation, conscientiousness, teamwork, responsibility. McQuaig Word Survey® Profile with Summary and specific analysis of Communication; Task Orientation & Team Approach. Management Overview and full Interpretation reports.	<i>Personality:</i>	Achievement, innovation, teamwork, proactivity, collaboration. McQuaig Word Survey® Profile with Summary and specific analysis of Communication; Leadership Profile; Task Orientation and Team Approach. Management Overview and full Interpretation reports.
<i>Special:</i>	Employee Reliability, Desktop Software, Clerical	<i>Special:</i>	Emotional Intelligence.
<i>Role/Norms:</i>	Admin & Support, Government, Finance, Operations, PA, Data Entry.	<i>Role/Norms:</i>	Accounting, Consulting, Government, Manufacturing, Sales & Marketing, Science & Engineering, Technical, IT & Telecoms, Operational, Finance.
Analyst		Trades	
<i>Cognitive:</i>	High verbal, numerical, abstract.	<i>Cognitive:</i>	Basic verbal, numerical.
<i>Personality:</i>	Independence, analytical style, innovation, detail focus, task-orientation, and sensitivity. McQuaig Word Survey® Profile with Summary and specific analysis of Communication; Task Orientation and Team Approach. Management Overview and full Interpretation reports.	<i>Personality:</i>	Conscientiousness, teamwork, trust, responsibility. McQuaig Word Survey® Profile with Summary and specific analysis of Communication; Task Orientation and Team Approach. Management Overview and full Interpretation reports.
<i>Special:</i>	Emotional Intelligence.	<i>Special:</i>	Employee Reliability, Mechanical or Spatial-Visual Reasoning.
<i>Role/Norms:</i>	Technical, Government, Finance, Operational, IT & Telecoms, Engineering.	<i>Role/Norms:</i>	Technical Students, Apprenticeships, Manufacturing, Team Leader, General Workforce.

CATALOGUE OF ASSESSMENT INSTRUMENTS

Introduction

In the following pages are categorised lists of the different styles of assessments available. These range from simple skills and abilities tests through behavioural instruments such as personality or emotional intelligence indicators on to industry specific instruments such as safety questionnaires and call centre audio simulations.

We have formulated three different purchasing plans to cater for the range of organisational needs, from infrequent users to the largest Corporate or Government organisation.

Simply call one of our consultants on 1300 ROGERS (764377) and we will help you determine which plan is best for you, we will even send you a planning graph so you can see how each of the plans perform at different usage levels. If you wish to start conservatively and upgrade later we can offer you additional conversion discounts for upgrading.

Whilst the price structure in our catalogue already reflects discounted rates in many cases, we are always willing to discuss bulk purchase discounts for large users and special cases.

Our client purchase plans are shown immediately below and, on the following pages, are categorised lists of our most popular assessments. We have access to many other forms of instrument for special needs, so please call us first if you cannot find what you are looking for.

TRG Screen/Test Plans

Matrix Skills and Abilities

Express Plan	For pre-paid ad hoc (non-licensed) users of testing. (best for users of fewer than 70 candidates per annum) No annual fee.	\$50 pre-paid Administration Fee per candidate tested for access to system and support. Cost of assessments per catalogue.
Annual Plan	Annual Fee of \$3,450 pa. Designed for users of more than 70 candidate assessments per year	NO Administration Fee. Cost of assessments per catalogue.

McQuaig Personality

Essential Plan	For ad hoc (non-licensed) users of testing. No annual fee.	Pre-paid batches of assessments discounted by batch size. Please call for guidance.
Advantage Plan	For regular users of testing. Designed for users of more than 50 candidate assessments per year Annual fee from \$3,500 pa dependent on licensing level.	Full 'Advantage' licence includes highly discounted fees for McQuaig personality profile analyses and reports. Assessments discounted by batch size. Please call for guidance.
Corporate Plan	For frequent users of testing and larger organisations. POA	NO per candidate fee. Full 'Corporate' licence includes unlimited* McQuaig personality profile analyses and reports. <small>*subject to fair use policy</small>

Reports

- Candidate reports from assessments **FREE**
- Group Ranked Report all activities **FREE**

COGNITIVE ABILITY ASSESSMENTS

Combined

Publisher	Product	Description	Retail
McQuaig Institute	McQuaig Mental Agility Test® (MMAT)	<p>The MMAT is a unique, combined measure of workplace intelligence focusing on both power and speed of general intelligence, giving a measure of Mental Agility. Items assess mathematical and numeric sequences, vocabulary, verbal reasoning, logic and general reasoning. Due to its timed nature, The MMAT screens efficiently for "bright" personnel who perform well under pressure in business settings. Contains 50 items to be completed in 15 minutes.</p> <p><i>Useful for selection of high level roles, such as graduates, analysts, mid to high level management and other roles where speed of thinking as well as overall general mental ability is important.</i></p>	\$46.00
ACER	Test of Reasoning Ability	<p>Designed to assess general intellectual ability. Contains 70 items to be completed in 45 minutes. Consists of verbal (analogies, vocabulary, similarities and reasoning) and quantitative (number sequences, arithmetic reasoning and number matrices) items.</p> <p><i>Useful for selection of any role that requires general intellectual ability.</i></p>	\$24.00
Saville	Swift Executive Aptitude	<p>Combined test of verbal, numerical and abstract reasoning. It focuses on ability to critically analyse verbal and numerical information, and to analyse complex relationships between patterns. 28 questions, 18 minutes.</p> <p><i>Useful for screening senior managers and executive.</i></p>	\$70.00
Saville	Swift Analysis Aptitude	<p>Combined test of verbal, numerical and diagrammatic reasoning. Specifically focuses on ability to critically analyse verbal and numerical information, and to follow complex logical processes. Items consist of paragraphs of information, numerical tables, graphs and budgets, and diagrammatic problems. 24 questions, 18 minutes.</p> <p><i>Useful for screening professionals, managers and graduates when time is of the essence.</i></p>	\$70.00
Saville	Swift Comprehension Aptitude	<p>Combined 10 minute test of verbal comprehension, numerical comprehension, and error checking. 24 questions.</p> <p><i>Useful for screening of administrative, customer service, operational and commercial roles, especially when time is of the essence.</i></p>	\$57.00
Saville	Swift Analysis Verbal & Numerical	<p>Combined critical reasoning test very similar to the Saville Swift Analysis Aptitude, except that this version comprises just 2 subtests (the Abstract reasoning subtest has been removed). This assessment comprises subtests of verbal reasoning and numerical reasoning. 32 questions. 24 minutes.</p> <p><i>Useful for screening professionals, managers and graduates when time is of the essence</i></p>	\$62.00
Saville	Swift Technical Aptitude	<p>Combined 9 minute test of diagrammatic, spatial and mechanical reasoning. 24 questions.</p> <p><i>Useful for assessing production workers, apprentices, engineers, designers and scientists working in technical roles</i></p>	\$57.00

COGNITIVE ABILITY ASSESSMENTS contd.

Combined Contd.

Publisher	Product	Description	Retail
OTTS	TRIO Combined	A short combined critical reasoning test comprising 3 subtests: verbal, numerical and abstract reasoning. Highly useful of screening large volumes of applicants or when a short test is required. Provides an overall score of General Mental Ability (GMA); does not provide separate scores for each of the subtests. 24 items. 12 minutes. <i>Useful for assessing entry level, graduate and professional roles</i>	\$35.00

Numerical

Publisher	Product	Description	Retail
Saville	Numerical Analysis Aptitude	Measures a range of numerical analysis aptitude areas including (1) Understanding table, (2) Comprehending graphs, (3) Making numerical inferences, (4) Evaluating quantities and (5) Comparing data. Provides one overall score demonstrating potential for numerical critical analysis. 32 questions. 24 minutes. <i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i>	\$45.00
Saville	Numerical Comprehension Aptitude	Measures the ability to comprehend numerical data. The assessment comprises a series of data sets, followed by questions which need to be answered using the data presented. The candidate is required to understand the meaning of the numerical data in order to answer the questions correctly. 32 questions. 16 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
ACER	Professional Select Numerical	An updated version of the ACER Advanced Test AQ/BQ, this assessment measures advanced level quantitative reasoning. Includes 29 items consisting of number sequences, arithmetic reasoning and number matrices. 20 minutes. <i>Useful for selection of high level roles, such as graduates, analysts, high level management and roles that require an advanced level of numerical ability.</i>	\$21.00
ACER	Advanced Test AQ/BQ	Advanced level quantitative reasoning. Contains 29 items to be completed in 20 minutes. Items include number sequences, arithmetic reasoning and number matrices. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of numerical ability.</i>	\$18.50
ACER	Select General Numerical	An updated version of the ACER Higher Test MQ/PQ, this assessment measures mid-level numerical reasoning. Includes 34 items consisting of number sequences, arithmetic reasoning and number matrices. 20 minutes. <i>Useful for selection of medium to high level roles, such as professionals, managers and other roles that require a high level of numerical ability.</i>	\$19.00

COGNITIVE ABILITY ASSESSMENTS contd.

Numerical contd.

Publisher	Product	Description	Retail
ACER	Higher Test PQ/MQ	Mid-High level numerical reasoning. Contains 34 items to be completed in 20 minutes. Items include number sequences, arithmetic reasoning and number matrices. <i>Useful for selection of medium to high level roles, such as professionals, managers and other roles that require a high level of numerical ability.</i>	\$17.00
SkillCheck	Math: General, Retail, or Accounting	Assesses mid-level mathematic ability. Tests specific to retail, accounting or general roles. 30 questions, 20 minutes. <i>Useful for selection of employees for entry-level roles, with specific relevance to retail and accounting.</i>	\$28.00
ACER	APTS: Quantitative Reasoning (S1&2)	Entry-level numerical reasoning. Comprised of section 1 and 2 from full APTS Quantitative Reasoning Org. Contains 48 items to be completed over a total of 22 minutes. Items consist of context free arithmetic and algebraic problems (sec 1) and arithmetic and algebraic problems involving "real life" settings (sec 2). <i>Useful for roles that require a basic level of quantitative ability and problem solving.</i>	\$12.50
ACER	APTS: Quantitative Reasoning (S2)	Entry-level numerical reasoning. Contains 22 items to be completed in 12 minutes. Items consist of basic arithmetic and algebraic word problems involving a "real life" setting. <i>Useful for selection of employees for roles that require a basic level of quantitative ability and problem solving.</i>	\$8.50
ACER	APTS: Quantitative Reasoning Org.	Entry-level numerical reasoning. Measures understanding and ability to apply basic arithmetical processes in solving abstract and real life numerical problems. Contains 62 items broken up into three sections over a total of 30 minutes. Items consist of context free arithmetic and algebraic problems (sec 1), arithmetic and algebraic problems involving "real life" settings (sec 2), and complex real life mathematical problems (sec 3). <i>Useful for roles where a moderate level of quantitative ability is required.</i>	\$17.00
ACER	Test of Employment Entry Mathematics	Basic mathematical ability. Contains 32 items to be completed in 25 minutes. Items include fractions, averages, percentages, and graphical distances in measurement. <i>Useful for selection of apprentices, trainees, and technical trades people who may need basic mathematical ability to perform in a role.</i>	\$8.50
ACER	Short Clerical	Basic arithmetic. Measures competence in routine calculations in the absence of calculators. Contains 60 items to be completed in 5 minutes. Items consist of addition and subtraction of two and three digit numbers, sums of money, multiplication and division of two digit numbers and sums of money. <i>Useful for selection of employees for routine clerical positions.</i>	\$6.00

COGNITIVE ABILITY ASSESSMENTS contd.**Verbal**

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
Saville	Verbal Analysis Aptitude	Measures a range of verbal analysis aptitude areas including (1) Understanding word meaning, (2) Comprehending text, (3) Making verbal inferences, (4) Evaluating written materials and (5) Comparing arguments. Provides one overall score demonstrating potential for verbal critical analysis. 32 questions. 24 minutes. <i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i>	\$45.00
Saville	Verbal Comprehension Aptitude	Measures the ability to understand written information. This assessment comprises a series of written passages, followed by questions which need to be answered based on the information presented. The candidate is required to comprehend the meaning of the passages in order to answer the questions correctly. 32 questions. 16 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
ACER	Professional Select Verbal	An updated version of the ACER Advanced Test AL/BL, this assessment measures advanced level verbal reasoning. Includes 29 items consisting of verbal analogies, vocabulary, similarities and verbal reasoning. 15 minutes. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of verbal ability.</i>	\$21.00
ACER	Advanced Test AL/BL	Advanced level verbal reasoning. Contains 29 items to be completed in 15 minutes. Items include verbal analogies, vocabulary, similarities and verbal reasoning. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of verbal ability.</i>	\$18.50
ACER	Select General Verbal	An updated version of the ACER Higher Test ML/PL, this assessment measures mid-level verbal reasoning. Includes 34 items consisting of verbal analogies, vocabulary, similarities and verbal reasoning. 15 minutes. <i>Useful for selection of medium to high level roles, such as professionals, managers, and any other roles that require a high level of verbal ability.</i>	\$19.00
ACER	Higher Test PL/ML	Mid-High level verbal reasoning. Contains 34 items to be completed in 15 minutes. Items include verbal analogies, vocabulary, similarities and verbal reasoning. <i>Useful for selection of medium to high level roles, such as professionals, managers, and any other roles that require a high level of verbal ability.</i>	\$17.00

COGNITIVE ABILITY ASSESSMENTS contd.

Verbal Contd.

Publisher	Product	Description	Retail
SkillCheck	Reading Comprehension: general/ industrial	<p>Reading comprehension. Measures ability to read and understand short passages of written information. Two versions- general or industrial specific.</p> <p>General: 20 questions, 20 minutes.</p> <p>Industrial: 30 questions, 20 minutes.</p> <p><i>Suitable for roles that require basic reading and comprehension.</i></p>	\$28.00
ACER	APTS: Verbal Reasoning (S1&2)	<p>Entry-level verbal reasoning. Available as two separate tests. Section one contains 30 items to be completed in 9 minutes. Items consist of vocabulary. Section two contains 15 items to be completed in 6 minutes. Items consist of literary analogies.</p> <p><i>Useful for roles where a basic- moderate level of verbal proficiency is required.</i></p>	\$12.50
ACER	APTS: Verbal Reasoning Org	<p>Entry-level verbal reasoning. Assesses understanding of concepts represented in words, including reading simple text and comprehension. Contains 75 items broken up into 4 sections completed over 30 minutes. Items consist of vocabulary (sec 1), literary analogies (sec 2), analogies and synonyms (sec 3) and sentence comprehension and similarities (sec 4).</p> <p><i>Useful for roles where a moderate level of verbal proficiency is required.</i></p>	\$17.00
ACER	Applied Reading Test A/B	<p>Reading comprehension. Measures ability to read and understand technical material, such as those encountered in technical and trade positions and training courses. Contains six passages and 32 items to be completed in 30 minutes.</p> <p><i>Useful for selection of apprentices, trade, technical and trainee employees. Also useful for identifying apprentices, trade, technical and trainees that may need remedial assistance with reading.</i></p>	\$20.00
ACER	Word Knowledge	<p>Basic verbal ability. Measures verbal skills and general reasoning ability. Test takers are required to choose from 5 options, the word with the closest meaning. Contains 72 items to be completed in 10 minutes.</p> <p><i>Useful for selection of apprentices, clerical and administration staff.</i></p>	\$8.50
Saville	Workplace English	<p>Assesses an individual's understanding and use of English in the workplace in less than 20 minutes.</p> <p>Applicable to a wide range of roles such as administrators, call centre personnel, sales assistants, hospitality staff and medical personnel, different tests are available for five different industry sectors:</p> <ul style="list-style-type: none"> • Customer Service • Healthcare • Hospitality • Office • Operations <p>33 items. 16.5 minutes.</p> <p><i>Useful for selection of employees who need a good comprehension of the English language</i></p>	\$31.00

COGNITIVE ABILITY ASSESSMENTS contd.

Abstract / Diagrammatic

Publisher	Product	Description	Retail
Saville	Diagrammatic Analysis Aptitude	Measures a range of aptitude areas for solving diagrammatic problems. This includes areas: (1) Understanding logic rules, (2) Comprehending process diagrams, (3) Identifying causes, (4) Finding faults and (5) Comparing flowchart sequences. Provides one overall score demonstrating potential for diagrammatic reasoning. 32 questions, 24 minutes. <i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i>	\$45.00
Saville	Abstract Reasoning Aptitude	Assesses abstract (or inductive/logical) critical reasoning: the ability to reason with information presented in abstract format. 36 questions, 16 minutes. Useful for selection or development, designed for universal use across all roles.	\$45.00
ACER	Test of Abstract Reasoning (TAR)	An updated version of the APTS Abstract Reasoning, the TAR is specifically designed for the HR market and assesses the potential to solve novel problems through the individual's ability to recognise and apply rules in a series of patterns and figures. TAR 45 (45 Questions) 20 minutes TAR 60 (60 Questions) 25 minutes <i>Useful for selection across a wide range of roles and levels. A sound predictor of problem solving ability. Assessment uses minimal language.</i>	\$27.50 \$33.00
ACER	APTS: Abstract Reasoning Org.	Assesses ability to recognise and apply rules in a series of figures, and figures containing patterns. Assessment is in two parts. Section 1 contains 20 items to be completed in 15 minutes. Section 2 contains 22 items to be completed in 15 minutes. Items consist of a series of pictures/patterns that need to be completed. <i>Useful for selection across a wide range of roles and levels. A sound predictor of ability.</i>	\$20.00
ACER	APTS: Abstract Reasoning Org. (S1 or S2)	Assesses ability to recognise and apply rules in a series of figures, and figures containing patterns. Available as two separate tests. Section 1 contains 20 items to be completed in 15 minutes. Section 2 contains 22 items to be completed in 15 minutes. Items consist of a series of pictures/patterns that need to be completed. <i>Useful for selection across a wide range of roles and levels. A sound predictor of problem solving ability.</i>	\$12.50

COGNITIVE ABILITY ASSESSMENTS contd.

Technical

Publisher	Product	Description	Retail
Saville	Swift Technical Aptitude	<p>Combined test of diagrammatic, spatial and mechanical reasoning. 10 minutes, 24 questions.</p> <p><i>Useful for assessing production workers, apprentices, engineers, designers and scientists working in technical roles.</i></p>	\$57.00
Saville	Mechanical Reasoning Aptitude	<p>Assesses mechanical understanding through items that present a problem with a number of possible answers. The task is to identify the correct answer to each problem. 12 minutes, 32 items.</p> <p><i>Useful for selection of roles that require design, development, building, repairing and servicing of machinery and engineering</i></p>	\$45.00
Saville	Spatial Reasoning Aptitude	<p>Assesses the ability to recognise shapes. Each item in the test contains four objects where three of the objects are identical while one object is different in shape. The task is to identify the object that is different. 8 minutes, 32 items.</p>	\$45.00
Saville	Diagrammatic Reasoning Aptitude	<p>Assesses the ability to evaluate processes represented through diagrams. The assessment contains panels and illustrations that define logical processes followed by questions which need to be answered using the diagrams presented. Please note that Diagrammatic Reasoning is a less difficult alternative to the assessments involving Diagrammatic Analysis. 16 minutes, 32 items.</p>	\$45.00
ACER	Mechanical Reasoning A/B	<p>Mechanical reasoning. Assesses basic understanding of mechanical concepts, ability to visualise the movement of objects through space, and understanding of cause-effect relationship between mechanical components. Items consist of wheels, gears, levers, pulleys, weights, conveyor belts, pivots and springs. Contains 32 items to complete in 20 minutes.</p> <p><i>Useful for roles that require design, development, building, repairing and servicing of machinery and engineering.</i></p>	\$20.00
ACER	APTS: Spatial Visual Reasoning	<p>Spatial reasoning. Assesses ability to visualise and manipulate objects in 2 and 3 dimensional space. Items consist of visualisation/deduction in 2 dimensions, visualisation/deduction in 3 dimensions, and visualisation/deduction of objects when observer's view is changed. Contains 48 items in three parts, to be completed over a total of 30 minutes.</p> <p><i>Useful for roles that require a sense of space and visualisation ability, such as aeronautics, art and landscape and design.</i></p>	\$20.00

BEHAVIOURS AND ATTITUDES

Career Planning

Publisher	Product	Description	Retail
VIA	Vocational Interests Australasia	Vocational guidance for undergraduates. Measures an individual's career interests using Holland's RIASEC theory in approximately 10 minutes, 60 questions. Report provides description of candidate's strongest career themes and a list of suggested occupations. <i>Suitable for high school and university students.</i>	\$17.00

Emotional Intelligence

Publisher	Product	Description	Retail
Genos	El Recruit	El with recruitment focus. Assesses the way individuals think, feel and act with emotions at work. Assesses 7 specific emotional intelligence capacities: Emotional Self Awareness; Emotional Expression; Emotional Awareness of Others; Emotional Reasoning; Emotional Self-Management; Emotional Management of Others and; Emotional Self-Control. 82 questions, 30 minutes. <i>Suitable for selection of individuals across a wide range of roles and industries, especially roles that require a high level of interaction with people.</i>	\$60.00
Genos	El Development NB: This Tool is ONLY available to accredited Genos Interpreters	El with development focus. Assesses the way individuals think, feel and act with emotions at work in approximately 15 minutes (57 questions). Assesses 5 specific emotional intelligence capacities: Emotional Recognition and Expression, Understanding Emotions, Emotional Reasoning, Emotional Management, and Emotional Control. Comprehensive report provides tips for enhancing EI and a personal action plan. Accreditation required. <i>Suitable for individuals desiring to understand and develop their EI skills.</i>	\$157.50

Integrity

Publisher	Product	Description	Retail
BayState	ERI® Employee Reliability Inventory	Measures productive work behaviours with an emphasis on employee reliability/integrity in approximately 15 minutes (81 true or false questions). Scales measured include freedom from disruptive drug and alcohol use, courtesy, emotional maturity, conscientiousness, trustworthiness, long term job commitment and safe job performance. Additionally measures likelihood that candidate will perform on the job in a safe manner and will not have a significant job accident. Strong research exists to suggest use of ERI significantly reduces workers compensation costs (average 40% reduction) and work related accidents (average 45% reduction). <i>Particularly useful for measuring workplace accidents, unplanned and uncontrolled turnover, inventory productivity issues and overall job performance and for roles where safety is of high concern.</i>	\$39.00
SkillCheck	Profile – Employee Retention	Measures attendance and turnover risk, which reflects an individual's tendency to exhibit these negative withdrawal behaviours. Specific risk factors addressed include dependability, career and organisation integration, perceived fit, intent to stay and risk averse versus risk taking. 52 questions, 15 minutes.	\$28.00
SkillCheck	Profile – Employee Risk	Measures candiness, which reflects an individual's level of response impression management. Impression management is the tendency to manipulate responses for the purpose of presenting oneself in a positive light. 71 questions, 20 minutes.	\$28.00

BEHAVIOURS AND ATTITUDES contd.

Personality

Publisher	Product	Description	Retail
McQuaig Institute	McQuaig Word Survey®	<p>The Word Survey is a highly valid, on-line, work based personality tool that measures an individual's underlying temperament or behaviour patterns – as well as his/her morale and adjustment on the job. Detailed factor scores and descriptions with correlation to a wide range of established behavioural competencies. 20 minutes approx untimed, 42 questions. Available in various languages.</p> <p>Produces large range of Contextual reports including:</p> <ul style="list-style-type: none"> • Graph • Profile interpretation • Leadership profile • Selling style report • Interviewing questions • Management overview • Motivating factors • Strategies for coaching & developing • Learning style • Team approach • Job Fit analysis • Interview Guide <p>The System is available under licence for a fixed annual fee for unlimited use*(for which McQuaig Accreditation is required) or on an ad hoc basis with supervising consultancy, pre-purchased in batches of 5 units or greater (no accreditation required when used under supervision).</p> <p><i>Useful for selection of employees across a wide range of roles and industries, especially if ongoing development is an organisational priority.</i></p>	POA
McQuaig Institute	McQuaig Job Survey®	<p>The Job Survey is an on-line, job definition tool that helps managers clearly and quickly define the behavioural requirements for any job at any level to make direct comparison of candidate scores in the Word Survey tool, be it a new or an existing position. 10 minutes approx untimed, 21 questions.</p> <p>Produces large range of Contextual reports including:</p> <ul style="list-style-type: none"> • Graph • Profile interpretation • Leadership profile • Selling style report • Job-specific, behaviourally-based interviewing questions • Job-specific, behaviourally-based reference checking questions • Job Fit analysis • Interview Guide <p>The use of The Job Survey is complimentary when used in conjunction with a Word Survey analysis of a candidate.</p> <p>Useful for predefining behavioural benchmarks and creating job descriptions pre interview and making direct Job Fit comparison to candidates assessed using Word Survey tool.</p>	POA

BEHAVIOURS AND ATTITUDES contd.

Personality contd.

Publisher	Product	Description	Retail
McQuaig Institute	McQuaig Job Fit Interview Guide®	<p>A unique report that compares and contrasts candidates measured using the McQuaig Word Survey with job specific behavioural benchmarks created using the McQuaig Job Survey and benchmarking of existing incumbents.</p> <p>The report clearly indicates to an interviewing manager the degree of candidate fit to the role and specifics about the strengths and gaps in the candidate suitability for the defined job. Job-based Behavioural Interview questions are provided with clear instructions about areas to explore. Full coaching tips are included to help the interviewer understand specifically what behavioural examples to seek out.</p> <p>An excellent plain English interview guide that does not require interviewers to be interpreter trained. The report includes:</p> <ul style="list-style-type: none"> • Pre-interview checklist • 1 hour interview structure • Candidate-job comparison • Tips for a successful interview • Post-interview checklist <p>The Job Fit Interview Guide is included without charge for any candidate who has undergone a McQuaig Word Survey analysis.</p>	POA
McQuaig Institute	McQuaig Team Effectiveness Report®	<p>This comparison report is a great tool for facilitating team effectiveness discussions. By including all of the McQuaig profiles within a team on one page, it is easy to see which members will get along really well and which ones might not see eye to eye. This way you can proactively address any issues before they occur. This report also gives you the bird's eye view for strengths and developmental areas on your team as a whole, allowing you to plan for projects accordingly. Improving team effectiveness is an important component of employee relations and communication.</p> <p>Report includes</p> <ul style="list-style-type: none"> • comparison of team members (with or without names) • graphic indication of team averages • comparison of individual and team situational versus core behaviours <p>This report is available without charge to compare any individuals who have been analysed using the McQuaig Word Survey</p>	POA

BEHAVIOURS AND ATTITUDES contd.

Personality contd.

Publisher	Product	Description	Retail
McQuaig Institute	McQuaig Self-Development Survey®	<p>Self-paced, action based Self Development tool focussing on direct action plans for specific agreed Strengths and Developmental Needs. Most powerful when used as part of a specific coaching plan, with agreed timelines and an appointed coach/mentor. Can be used in conjunction with all other McQuaig work based personality tools to enhance results.</p> <p>Contains specific reports including:</p> <ul style="list-style-type: none"> • Graphical summary • Highlights of assets • Analysis of strengths & developmental needs • Action items • Summary overview • Personal Action Plan (Strengths & Developmental Needs) <p>The System is available under licence for a fixed annual fee for unlimited use*(for which McQuaig Accreditation is required) or on an ad hoc basis with supervising consultancy, pre-purchased in batches of 5 units or greater (no accreditation required when used under supervision).</p> <p><i>Useful for graduate, leadership and management development programs where behavioural action plans can create high impact.</i></p>	POA
McQuaig Institute	McQuaig 360 Leadership Review®	<p>The McQuaig 360 Leadership Review is based on a set of well-researched competencies which fully cover the ground of what is required of leaders in today's modern organisations.</p> <p>After over 40 years of competencies being first proposed to be used in the workplace, there is now clarity in what distinguishes superior performance in terms of leadership behaviours. The main issue businesses have had is structuring these behaviours so they are straightforward to understand.</p> <p>The McQuaig 360 Leadership Review draws upon the academic literature and its business experience in using competencies to give a clear, focused and practical framework of eight broad competencies.</p> <p>Competencies include:</p> <ul style="list-style-type: none"> • Making Decisions – Initiating & Directing • Supporting – People Focused & Principle Focused • Engaging – Networking & Persuading • Interpreting – Expertise & Analysis • Conceptualizing – Innovation & Strategy • Execution – Planning & Results • Change Orientation – Adapting & Coping • Performing – Goal Oriented & Enterprising 	POA

BEHAVIOURS AND ATTITUDES contd.

Safety

Publisher	Product	Description	Retail
Psyfactors	Situational Safety Awareness (SSA)	<p>Measures a candidate's safety attitudes and safety competency. Assesses (1) Safety Preferences (responsibility for safety, risk avoidance, safety conscientiousness, team & road safety orientation), (2) Safety Competency (general hazard awareness, perception and comprehension, defensive safety habits, safety self-awareness) and (3) Personal Status (managing fatigue, personal resilience, mental alertness).</p> <p>Examines the key behaviours that results in breakdown of safety alertness and task performance. A functional, practical, human factors based assessments.</p> <p>The following versions are available:</p> <ul style="list-style-type: none"> • Industrial – 109 questions, 30 minutes • Building Construction – 115 questions, 35 minutes • Civil Construction – 115 questions, 35 minutes • Apprentice – 45 questions, 30 minutes • Mining – 115 questions, 35 minutes • Mobile Equipment Operator – 105 questions, 40 minutes. <p><i>Useful for roles that require a high level of vigilance, and where safety is of high concern.</i></p>	\$48.00
Psyfactors	Situational Safety Awareness (SSA) – Admin & Utilities	<p>The SSA Admin & Utilities version is a short form of the comprehensive SSA test focusing on key behaviours for lower hazard roles. It assesses personal status, safety preferences and safety behaviours. This version consists of 85 questions which are suitable for rapidly assessing safety readiness. 20 minutes.</p> <p><i>Useful for lower hazard roles such as administration and retail roles.</i></p> <p><i>This is an upgraded form of the superseded BST with improved predictive reliability. The enhancements include an improved fatigue scale and the addition of the conscientiousness scale.</i></p>	\$48.00
Psyfactors	Training Needs Analysis	<p>A training needs report is available in <u>addition</u> to the Situational Safety Awareness reports normally generated. This details the predominant training needs and offers suggestions for main training areas and objectives. Please note this is only available for candidates who have already completed a Situational Safety Awareness test.</p>	\$21.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS

Accounting Clerical Skills

See Also page 20 for Office Administration tests.

Publisher	Product	Description	Retail
SkillCheck	Accounting – Accounts Receivable	Skills tested include journal entries, cash receipts, terms, early payment discounts and general accounting practices. 23 questions, untimed.	\$28.00
SkillCheck	Accounting – Accounts Payable	Skills tested include invoice calculations, identifying statement debits and credits, reasonable recording, checks and disbursement. 34 questions, untimed.	\$28.00
SkillCheck	Accounting – Cost Accounting	Skills tested include cost accounting for deferred costs, accounts receivable, labour, supervision, commissions, materials, inventory, standard cost & sales price. 12 questions, untimed.	\$28.00
SkillCheck	Accounting – Maths Skills Standard	Skills tested include calculations requiring addition, subtraction, multiplication, division, percentages, invoices and payroll. 30 questions, untimed.	\$28.00

Call Centre & Customer Service Skills

Publisher	Product	Description	Retail
SkillCheck	Call Centre: Sales Scenario (Audio)	Test assesses candidate skills using realistic simulations of a call centre sales representative interacting with prospective clients. Reported scales include prospecting, information gathering, overcoming objections and closing. 15 minutes. <i>Suitable for selection in call centre roles with a strong sales focus.</i>	\$28.00
SkillCheck	Call Centre: Customer Service (Audio)	Test assesses skills using realistic simulations of interactions with customers. The report includes overall performance, manners, effectiveness, accuracy, analysis and follow-up. 15 minutes. <i>Suitable for selection in call centre roles.</i>	\$28.00
SkillCheck	Basic Customer Service Skills	Measures customer service techniques on topics such as how best to deal with dissatisfied customers and proper telephone skills. 32 questions, untimed.	\$28.00
OPIC	CSEQ: Customer Service Excellence Questionnaire	Measures interpersonal & proactive competencies for delivery of customer service in approximately 15 minutes, 36 questions. Measures teamwork, self-management, supporting customer relationships, influencing, results focused and initiative. The report also gives an overall CSEQ rating based on the scales that are most important in predicting overall customer service excellence. <i>Suitable for selection of employees in call centre roles.</i>	\$33.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Call Centre & Customer Service Skills contd.

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
SkillCheck	Profile – Customer Service Success	Measures Conscientiousness, which reflects an individual's work ethic and general approach to work. 55 questions, 45 mins.	\$28.00
SkillCheck	Profile – Customer Service Success & Sales	Measures achievement orientation, which is defined as an individual's ability to work hard and meet work goals. This also includes persisting until tasks are completed in a manner that meets quality and quantity of goals. 63 questions, 20 minutes.	\$28.00
SkillCheck	Profile – Customer Service Success & Turnover Risk	Measures attendance and turnover risk, which reflects an individual's tendency to exhibit these negative withdrawal behaviours. Specific risk factors assessed include: dependability, career and organisation integration, perceived fit, intent to stay and risk averse versus risk taking. 193 questions, 50 minutes.	\$28.00
SkillCheck	Profile – Guest Service	Measures achievement orientation, which is defined as an individual's ability to work hard and meet work goals. 52 questions, 25 minutes.	\$28.00

See also Data Entry Skills Tests below.

Data Entry Skills

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
Saville	Error Checking Aptitude	Measures the ability to check the correctness of transposed information. The assessment contains four sets of original and transposed information, where transposition errors have to be identified. 32 questions. 6 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
SkillCheck	Proofreading – Error Detection	Candidates are asked to find and highlight 20 errors found in onscreen text. 5 minutes.	\$28.00
SkillCheck	Checking – Standard	Candidates are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Checking – Number	Candidates are asked to compare 2 sets of numbers and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Data Entry- Alphanumeric	Measures keystroke speed and accuracy as candidates type names and addresses using the keyboard. 5 minutes.	\$28.00
SkillCheck	Data Entry - Numeric	Measures keystroke speed and accuracy as candidates type numerical information using the keyboard. 5 minutes.	\$28.00
SkillCheck	Typing	Measures typing speed and error rate as candidates are asked to type text from a copy. 5 minutes.	\$28.00
SkillCheck	10 Key Test	Measures speed and accuracy of input as candidates are asked to type numerical information using the numeric keypad. 3 minutes.	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Healthcare

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
SkillCheck	Profile – Healthcare Service – Support Roles	Measures demonstrating respect, which reflects an individual's tendencies and approach to interacting with others at work through words and actions. 62 questions, 25 minutes.	\$28.00
SkillCheck	Profile – Healthcare Service – Clinical Roles	Measures demonstrating respect, which reflects an individual's tendencies and approach to interacting with others at work through words and actions. 70 questions, 25 minutes.	\$28.00

Microsoft Office Skills

Useful for selection of individuals in roles that require knowledge and understanding of MS desktop software.

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
SkillCheck	Access 2007	Measures ability to use the most common and frequently used features of Microsoft Access including the creation of tables, forms, queries and reports to perform basic level database functions. Standard – 35 questions, Untimed Advanced – 34 questions, Untimed	\$28.00
SkillCheck	Outlook 2007	Measures ability to use the most common and frequently used features of Microsoft Outlook such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. 25 questions, Untimed.	\$28.00
SkillCheck	Powerpoint 2007	Measures ability to use the most common and frequently used features of Microsoft Powerpoint including file management, use of text and graphics, slide formatting and the creation of presentation output. Standard – 35 questions, Untimed Advanced – 26 questions, untimed	\$28.00
SkillCheck	Word 2007 or 2010	Measures ability to use the most common and frequently used features of Microsoft Word including the file management, editing, formatting and printing functions used every day by Word users. Standard – 35 questions, Untimed Advanced – 37 questions, Untimed	\$28.00
SkillCheck	Excel 2007 or 2010	Measures ability to use the most common and frequently used features of Microsoft Excel including the file management, editing, formatting, analysis and printing functions used every day by Excel users. Standard – 35 questions, Untimed Advanced – 34 questions, Untimed	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Light industrial/Trade

Publisher	Product	Description	Retail
ACER	Mechanical Reasoning A/B	Mechanical reasoning. Assesses basic understanding of mechanical concepts, ability to visualise the movement of objects through space, and understanding of cause-effect relationship between mechanical components. Items consist of wheels, gears, levers, pulleys, weights, conveyer belts, pivots and springs. Both versions contain 32 parallel items to complete in 20 minutes. <i>Useful for roles that require design, development, building repairing and servicing of machinery, and engineering.</i>	\$20.00
ACER	APTS: Spatial Visual Reasoning	Spatial reasoning. Assesses ability to visualise and manipulate objects in 2 and 3 dimensional space. Items consist of visualisation/ deduction in 2 dimensions, visualisation/ deduction in 3 dimensions, and visualisation/ deduction of objects when observers view is changed. Contains 48 items in three parts, to be completed over a total of 30 minutes. <i>Useful for roles that require a sense of space and visualisation ability, such as aeronautics, art and landscape and design.</i>	\$20.00
SkillCheck	Light Industrial – Forklift Operation	This test covers forklift controls as well as questions on safe driving procedures and general maintenance. 30 questions, 20 minutes.	\$28.00
SkillCheck	Light Industrial – Pick and Pack	This test covers barcode and part number matching, shipping logs, packing slips, inventory and cross referencing. 35 questions, 20 minutes.	\$28.00
SkillCheck	Reading Comprehension Industrial	Reading comprehension. Measures ability to read and understand short passages of written information. Industrial version. 30 questions, 25 minutes.	\$28.00
SkillCheck	Profile – Industrial Success	Measures achievement orientation, which is defined as an individual's ability to work hard and meet work goals. This also includes effectively managing time to address issues. 79 questions, 45 minutes.	\$28.00

Sales

SEE ALSO McQuaig Word Survey on page 12 and Genos EI Recruit on page 11.

Publisher	Product	Description	Retail
SkillCheck	Profile – Professional Sales	Measures achievement orientation and drive, which is defined as an individual's level of conscientiousness, need for achievement and personal drive required for obtaining personal and organisational sales goals. 95 questions, 30 minutes.	\$28.00
SkillCheck	Profile – Professional Sales & Applied Reasoning	Measures achievement orientation and drive, which is defined as an individual's level of conscientiousness, need for achievement, and personal drive required for obtaining personal and organisational sales goals. 115 questions, 40 minutes.	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Office Administration

Useful for selection of individuals in administrative / clerical roles

Publisher	Product	Description	Retail
Saville	Swift Comprehension Aptitude	Combined test of verbal comprehension, numerical comprehension, and error checking. 24 questions, 10 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles, especially when time is of the essence.</i>	\$57.00
SkillCheck	Grammar	Candidates are asked to select grammatically correct sentences. General or Business versions available. 20 questions, 20 minutes.	\$28.00
SkillCheck	Spelling	Measures basic level spelling skills and the ability to identify correctly/incorrectly spelled words. General or Business versions available. 20 questions, 15 minutes.	\$28.00
SkillCheck	Filing	Candidates are asked to identify the correct location for filing documents based on dates, numbers, names and companies. 40 questions, 4 minutes.	\$28.00
SkillCheck	Proofreading – Error Detection	Candidates are asked to find and highlight 20 errors found in onscreen text. 5 minutes.	\$28.00
SkillCheck	Checking - Standard	Candidates are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Checking - Number	Candidates are asked to compare 2 sets of numbers and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Vocabulary	Measures basic level vocabulary skills including the ability to identify general and business terms. General, Business, Legal or Medical versions available. 20 questions, 10 minutes.	\$28.00
SkillCheck	Typing	Measures typing speed and error rate as candidates are asked to type text from a copy. 5 minutes.	\$28.00
SkillCheck	Message Taking	Measures candidates' accuracy and alertness as a telephone message is displayed briefly and then they are questioned on the message. 35 questions, 20 minutes.	\$28.00
SkillCheck	Receptionist Skills	Measures reception competence with skills such as putting names to faces, taking messages and forwarding calls. 34 questions, 35 minutes.	\$28.00
SkillCheck	Secretarial Skills	Measures secretarial ability with skills such as putting names to faces, taking messages and using judgement/discretion. 34 questions, 30 minutes.	\$28.00

See Also page 16 for Accounting Clerical Skills tests.

THE ROGERS GROUP SERVICES

Accreditation and Workshops

Type		Retail
McQuaig Interpreter Accreditation	Interactive workshop based program using real data and situations. Materials include technical references, interpretation guides and case studies. 2 days.	\$1,595 pp
Genos Development Accreditation	Formal Tuition. 2 Development Reports, Telephone feedback training and supervised feedback exercise. 2 days.	\$3,450 pp

Sales and product enquiries



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