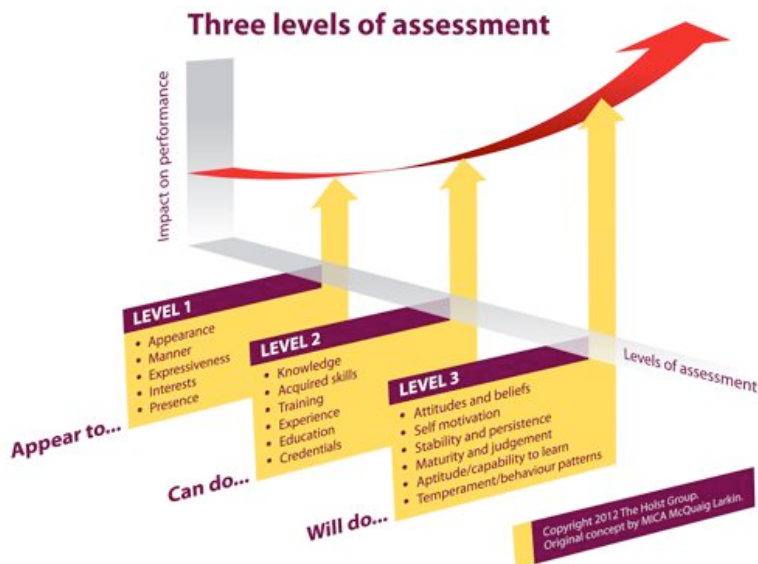


McQuaig Job Analysis™

What is it?

The McQuaig Job Analysis™ is a discussion document that helps stakeholders identify key factors required for the role. It allows users to consider and rank needs based on the Three Levels of Assessment.



Why use it?

- Find your star performers by defining the behaviours required
- Ensure all stakeholders agree on the needs of the role
- Test definitions. E.g. what does office 'support' actually mean?

Who participates?

Groups or individuals responsible for recruitment should complete The McQuaig Job Analysis™.

The McQuaig Job Analysis™

PERSON: _____
 EMPLOYMENT TITLE: _____
 FUNCTION: _____

Based on your review of the job, answer the following questions:

1. Describe key job responsibilities and indicate percentage of time spent research.
2. List three key goals for the successful candidate in your role.
3. How will performance be measured (standards and key indicators)?
4. Describe the key relationships that the successful candidate will be engaged in (e.g. the colleagues that they will manage, include customers, clients, reports, team members, immediate supervisor).
5. Describe the working environment: pressure? pace? autonomy? support?
6. Describe both the potential strengths and weaker aspects of the job.
7. Describe the opportunities for growth and advancement.
8. General comments.

The McQuaig Job Analysis™

Based on your review of the job, indicate the qualities you believe are required for high performance.

Level 1 Describe any requirements in terms of appearance and grooming.

Level 2 Describe job related qualifications, training, education, skills and experience required.

Level 3 Rank these factors in order from greatest to least important, in terms of impact on performance.

Gender: _____

Positive Attitude _____
 Personal Motivation _____
 Persistence & Determination _____
 Stress Resilience _____
 Aptitude & Intelligence _____
 Temperament _____

High three levels in terms of importance in overall applicant:

Level 1: Appearance and Presence _____ %
 Level 2: Skills, Abilities and Experience _____ %
 Level 3: Personal Characteristics _____ %
 Total _____ %

“We have used the McQuaig Psychometric System for years.

Quite simply, we depend on it.”

Servus Credit Union Ltd

For more information please contact:

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