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The McQuaig Word Survey®

Sample Candidate
Sample Reports



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Interviewing Questions

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This candidate has described herself as possessing certain behaviours. These questions will help you to assess how she has exhibited these behaviours in the past and whether she has consistently lived up to her full potential. For best possible results, elaborate with open-ended probes which solicit who, what, when, where, why and how responses.

In her answers, you should look for concrete, specific, positive examples of how she has exhibited the behaviours in question and, remember, since many candidates will initially respond with generalities, the deeper you probe, the better.

Most of your interview should centre around how she fits the behavioural requirements determined by the job. If she were to behave in this job the way she has behaved in the past, would this be a good fit?

Always be careful to avoid asking any questions relating to age, sex, marital status, cultural background, religion, etc., in your interview.

Dominant

She has described herself as being exceptionally competitive, goal orientated and ambitious.

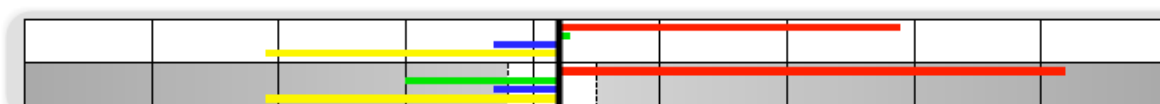
Positive Examples

- Has she consistently demonstrated a strong need to win and a healthy sense of competition?
- Has she set ambitious goals?
- Has she stepped up to take charge self-confidently?
- Has she taken calculated risks to achieve results?
- Has she worked effectively with people?

Negative Examples

- Has she consistently put herself first?
- Has she had conflicts with her boss/co-workers?
- Has she demonstrated a win-at-all-costs attitude?
- Has she taken unnecessary, irresponsible chances?
- Has she alienated people by being too egocentric?

- Can you tell me about a time when you took a big risk to achieve a goal?
- What's the most challenging project you tackled last year?
- What do you consider the least personally rewarding aspect of your job?
- Tell me about the last time you had to work with a particularly difficult associate.



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Independent

She has described herself as being very independent and persistent.

Positive Examples

- Has she displayed the ability to think for herself?
- Has she been able to influence others to accept her point of view?
- Has she made some very tough decisions?
- Has she shown initiative in her response to problems?
- Has she stood up to resistance?

Negative Examples

- Has she been stubborn?
- Has she come across as opinionated and hard to work with?
- Has she bent the rules too many times?
- Has she had difficulty with follow-through?
- Has she had problems working towards a compromise solution?

- Did you ever have a really good idea only to have it shot down in flames initially? What did you do about it?
- Tell me about a time when you worked for someone who was too controlling. How did you handle it?
- Sometimes we can be too strong willed for our own good. Tell me about a time where you could have been more flexible.
- Paperwork sometimes seems to keep us from doing our jobs. Tell me about the last time you had to work hard to get out from under.

Analytical

She has described herself as being work orientated.

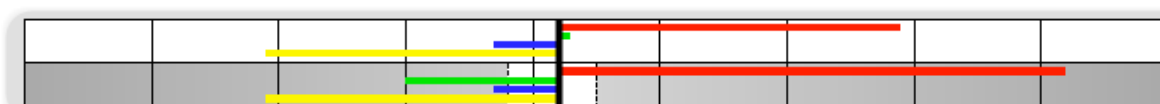
Positive Examples

- Has she analysed problems in a rational and logical manner?
- Has she avoided distractions to focus on her work?
- Has she taken a diagnostic approach to decision-making?
- Has she brought a level of objectivity to emotional issues?

Negative Examples

- Has she overlooked the people side of issues and had people problems?
- Has she sometimes come across as unenthusiastic and more critical than need be?
- Has she had trouble establishing good working relationships?

- Tell me about a time when you had to analyse the pros and cons of a problem before making a decision.
- Tell me about the last time you had to deal with an overly emotional colleague.



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Driving

She has described herself as being reasonably driving.

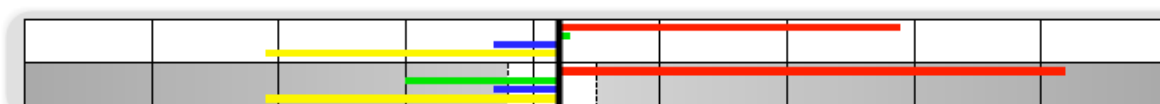
Positive Examples

- Has she demonstrated a sense of urgency?
- Has she sought opportunities for change?
- Has she reacted well in emergencies?
- Has she responded to pressure and deadlines in a timely fashion?
- Has she multi-tasked effectively?

Negative Examples

- Has she become bored easily, switching to something “more exciting”?
- Has she put too much pressure on?
- Has she left things to the last-minute, causing delivery problems?
- Has she over-estimated how many balls she can juggle?

- Can you give me an example from your recent past where you demonstrated a sense of urgency?
- What’s the most routine job you ever had? How did you handle it?



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Attention: While the above questions help you, through specific examples from her past history, to understand more fully how she has exhibited her temperament (behaviour pattern) as described by her McQuaig Word Survey®, other personal characteristics such as attitudes, self-motivation, stability, emotional maturity and intelligence must be probed thoroughly to understand her capabilities fully. The following are some suggested interviewing questions to use to probe all or a selection of these important areas.

Attitudes and Beliefs

Positive Examples

- Has she maintained a positive, optimistic outlook?
- Is she self-confident and do her achievements support this confidence?
- Has she set high personal standards?
- Has she remained ethical in trying circumstances?

Negative Examples

- Has she shown hesitation and doubt in her own abilities?
- Is she openly critical of previous employers and co-workers?
- Has she cut corners to get things done?
- Is she distrustful of others' motivations?

- Tell me about a recent assignment or project at work that demonstrated the standards you've set for yourself and your work.
- Tell me about a time when you had to stay positive to get a project completed, despite obstacles.

Self Motivation

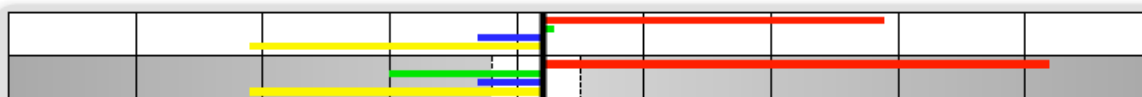
Positive Examples

- Has she gone beyond what was expected?
- Has she attacked previous work assignments tenaciously?
- Has she been passionate about her work?
- Has she acted without waiting to be told what to do?

Negative Examples

- Has she had difficulty sustaining a strong effort over time?
- Has she few examples of when she went beyond what was expected?
- Has she demonstrated little dedication in previous jobs?
- Has she defined her role narrowly?

- Tell me about a project that you felt passionate about.
- Tell me about a time when you were really excited by a project or assignment.



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Stability and Persistence

Positive Examples

- Does she have a history of consistent interests, goals and activities over time?
- Has she stood up to resistance?
- Has she kept her morale up and maintained effort despite obstacles?
- Has she viewed setbacks as learning opportunities?

Negative Examples

- Has she had difficulty staying the course?
- Has she given up when the going got tough?
- Does she have a history of uncompleted projects?
- Has she taken the path of least resistance?
- Has she changed focus frequently?

- Would you tell me about a time when you really had to be tenacious to get the job done?
- Can you tell me about a time when you faced a number of setbacks in your job? How did you handle it?

Maturity and Judgement

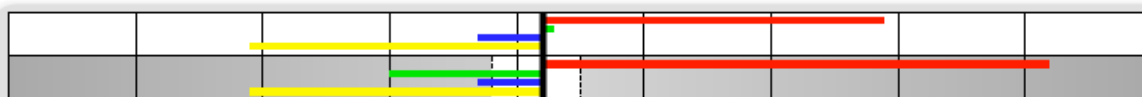
Positive Examples

- Has she employed a common sense approach?
- Has she accepted responsibility for both good and bad?
- Has she learned from her mistakes?
- Has she foregone short-term rewards for longer term benefits?
- Does she share credit?

Negative Examples

- Has she acted with little forethought?
- Has she shown a lack of self discipline?
- Does she blame others?
- Has she made bad judgement calls?
- Does she rationalise?
- Does she refuse to admit it when she is wrong?

- Can you tell me about a time when you've had to make a sacrifice that had little reward in the short-term?
- Tell me about a time when you received criticism that you felt was unjust. What did you do?



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Aptitudes/Capacity to Learn

Positive Examples

- Has she absorbed and adapted to new ideas and/or tasks readily?
- Does she have a proven ability to solve complex problems?
- Has she shown a commitment to on-going learning?
- Has she volunteered for new assignments?

Negative Examples

- Has she had difficulty learning new skills or concepts?
- Has she shown limited progress and achievement?
- Does she do little professional or even outside reading?
- Has she had problems with technology?

- When you started your last job, what things came to you naturally and what areas did you really have to apply yourself to understand?
- Can you give me an example of a time you had difficulty grasping a new concept?

