

McConochie Generic Battery (McGB) – Business Activity Preferences

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Name: (last) _____, (first) _____

Age: _____ Gender: Male or Female (circle one)

Business management includes a wide variety of activities. Each manager has preferred job activities. For each of the items below, circle one number that best indicates how much you think you would like to do each job activity, using the following code. If you're not sure, make your best estimate. "Overseeing" means managing other workers who get things done.

1 Very Little	2 Little	3 Much	4 Very Much
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- 1 2 3 4 1. Working only if your pay and benefits are raised every few years.
- 1 2 3 4 2. Developing and assessing progress toward corporate goals and mission statements.
- 1 2 3 4 3. Overseeing/managing financing of new developments, obtaining loans, etc.
- 1 2 3 4 4. Assuming active committee responsibility in community organizations.
- 1 2 3 4 5. Overseeing/managing workers producing your corporation's goods and services.
- 1 2 3 4 6. Writing reports.
- 1 2 3 4 7. Doing public speaking to large groups of strangers.
- 1 2 3 4 8. Overseeing payables, making sure bills and taxes are properly paid.
- 1 2 3 4 9. Overseeing maintenance of corporate offices, factories, landscaping.
- 1 2 3 4 10. Overseeing purchasing of supplies and services.
- 1 2 3 4 11. Writing speeches.
- 1 2 3 4 12. Attending community functions such as Rotary, Lions, executive association lunch meetings.
- 1 2 3 4 13. Overseeing payroll, making sure payroll is properly done.
- 1 2 3 4 14. Overseeing environmental issues/responsibilities of your corporation.
- 1 2 3 4 15. Overseeing shipping and delivery of corporate goods and services.
- 1 2 3 4 16. Writing news releases.
- 1 2 3 4 17. Assuming active committee responsibility within the corporation.
- 1 2 3 4 18. Overseeing proper payment of local, state and federal taxes.
- 1 2 3 4 19. Overseeing relations between unions and your corporation.
- 1 2 3 4 20. Overseeing customer relations, handling complaints, assuring customer satisfaction.
- 1 2 3 4 21. Speaking to small groups within the company.
- 1 2 3 4 22. Evaluating, disciplining and firing workers.
- 1 2 3 4 23. Overseeing procurement and payment of business loans.
- 1 2 3 4 24. Overseeing training of corporate personnel.
- 1 2 3 4 25. Overseeing research and development of new products and services.

Please turn the page and continue...

- 1 2 3 4 26. Helping to defend your corporation against lawsuits.
- 1 2 3 4 27. Evaluating and promoting workers.
- 1 2 3 4 28. Arranging other financial matters such as tax breaks, bonus plans, profit-sharing, compensation systems.
- 1 2 3 4 29. Overseeing health benefit programs and fitness programs for employees.
- 1 2 3 4 30. Studying the competition.
- 1 2 3 4 31. Helping to initiate lawsuits on your corporation's behalf.
- 1 2 3 4 32. Arranging complex meetings.
- 1 2 3 4 33. Overseeing data processing, record-keeping, report preparation.
- 1 2 3 4 34. Overseeing the handling of worker injury claims.
- 1 2 3 4 35. Studying general business and economic trends.
- 1 2 3 4 36. Overseeing conflict resolution in face-to-face meetings within the company.
- 1 2 3 4 37. Being the master of ceremonies at large meetings.
- 1 2 3 4 38. Overseeing compliance with government regulations.
- 1 2 3 4 39. Overseeing administration of worker needs for counseling or referral to community services to meet personal needs.
- 1 2 3 4 40. Overseeing corporate advertising.
- 1 2 3 4 41. Overseeing the corporate newsletter.
- 1 2 3 4 42. Assuming top executive responsibilities in a corporation: Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Vice President, President.
- 1 2 3 4 43. Overseeing profit-sharing, payment/reward, compensation systems.
- 1 2 3 4 44. Overseeing programs for worker vacations, maternity leave, health days, etc.
- 1 2 3 4 45. Overseeing corporate marketing.
- 1 2 3 4 46. Overseeing corporate news releases to the media.
- 1 2 3 4 47. Telling others under your supervision what to do.
- 1 2 3 4 48. Overseeing mergers and acquisitions of other corporations.
- 1 2 3 4 49. Visiting face-to-face with production workers in their departments.
- 1 2 3 4 50. Overseeing corporate sales.
- 1 2 3 4 51. Overseeing public relations in general.
- 1 2 3 4 52. Traveling out of town on business for one week each month.
- 1 2 3 4 53. Administering downsizing activities to reduce the size of your corporate workforce.
- 1 2 3 4 54. Working in return primarily for job satisfaction rather than raises in pay and benefits every few years.
- 1 2 3 4 55. Overseeing corporate communication systems: telephone, e-mail, Internet presence.
- 1 2 3 4 56. Helping to lobby for your corporation or industry in local governments.

Now, please check to make sure you have answered every item with only one number clearly circled (don't put circles between numbers).