

**McConochie Generic Battery (McGB) – Business Management Aptitude**

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Name: (last) \_\_\_\_\_, (first) \_\_\_\_\_

Age: \_\_\_\_\_ Gender: Male or Female (circle one)

If you are not yet an experienced business manager, please answer the questions as you expect you would as a manager.

For each of the items below, circle one number to indicate how strongly you disagree or agree with it, using this code:

<b>1</b> Strongly Disagree	<b>2</b> Disagree	<b>3</b> Neutral	<b>4</b> Agree	<b>5</b> Strongly Agree
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- 1 2 3 4 5      1. In meetings with workers low in company hierarchy, I have been more concerned with the incompetence I see than with under-utilized available potential.
- 1 2 3 4 5      2. To get ahead in one's career, one should not be afraid to do things that will make some enemies.
- 1 2 3 4 5      3. When giving a speech, I would rather read a carefully prepared copy than speak from just a brief outline.
- 1 2 3 4 5      4. A good manager will accomplish more by spending two hours at his desk than talking for two hours with subordinates.
- 1 2 3 4 5      5. I usually learn more important things listening to other business managers at my level than to subordinates and line workers.
- 1 2 3 4 5      6. Because a business manager must sometimes take the blame for supervisees' blunders, he deserves much of the credit for their successes.
- 1 2 3 4 5      7. In my personal experience, groups of people I have conferred with have usually come to better decisions than I could have made by myself.
- 1 2 3 4 5      8. It is unreasonable for a business manager to know as much as, and be able to do the job of, each of her immediate subordinates.
- 1 2 3 4 5      9. I would probably wait at least a month before taking to my superior a major criticism I had about his/her business behavior.
- 1 2 3 4 5      10. A company can have a profit and loss statement that shows losses for as long as twenty-four months but still have a balance sheet that shows sufficient equity to get a substantial bank loan.
- 1 2 3 4 5      11. A competent business manager will not make mistakes needing discussion within the company more than once or twice a year.
- 1 2 3 4 5      12. When talking with an employee who is expressing anger to me, I would avoid expressing agreement with any aspects of his or position.
- 1 2 3 4 5      13. A manager's job in relating to his/her staff is more one of giving instructions than asking questions.

**Please turn the page and continue...**

- 1 2 3 4 5 14. As a manager, I get more satisfaction sitting in on planning meetings with subordinates than when developing business plans by myself.
- 1 2 3 4 5 15. Information from prior employers is generally a more reliable measure of job applicants than interview information.
- 1 2 3 4 5 16. A manager is likely to spend more of his time handling the problems caused by subordinates' weaknesses than training and guiding subordinates.
- 1 2 3 4 5 17. Through hard work and as I gain more skill and recognition as a manager, I expect to feel much more secure than I do at present.
- 1 2 3 4 5 18. I usually read some informative article about my business each week.
- 1 2 3 4 5 19. It would be more valuable to praise a subordinate's work performance in front of peers than in private in my office.
- 1 2 3 4 5 20. If one is thorough enough in studying a business problem, there is usually one best way to solve it.
- 1 2 3 4 5 21. It is better to dismiss an employee promptly when you first think it's necessary than to delay for weeks and hope for improvement.
- 1 2 3 4 5 22. As a manager, I would permit personnel under my immediate supervision to argue against my ideas.
- 1 2 3 4 5 23. I like the idea of walking around and visiting with other managers from other companies at trade meetings and conventions.
- 1 2 3 4 5 24. To stay up with current business information, it is essential that a business manager go to state, regional or national association conventions.
- 1 2 3 4 5 25. Formal performance reviews should be about 30 percent praise a 70 percent discussion of areas for improvement.
- 1 2 3 4 5 26. If my attorney thought I could win, I would rather sue someone who crossed me in a business deal than let the matter go.
- 1 2 3 4 5 27. I am inclined to seek opportunities to visit with business managers from companies who are competitors of ours.
- 1 2 3 4 5 28. When firing an employee, it is better to emphasize how this will help the employee more than the company.
- 1 2 3 4 5 29. A conscientious business manager can spend as much or more time talking with other managers, foremen and employees as in his/her office doing paperwork.
- 1 2 3 4 5 30. Praise for employees should come from their immediate supervisors, not upper management.
- 1 2 3 4 5 31. For most jobs it is more important to hire workers with good attitudes and adequate intelligence than ones with technical knowledge.
- 1 2 3 4 5 32. It is more important for a manager to review productivity figures than to listen to line worker complaints and suggestions in private visits in the manager's office.
- 1 2 3 4 5 33. When giving a work assignment, it is wise to ask if the worker agrees with it.
- 1 2 3 4 5 34. In formulating new company policies, it is more important that management's views be clearly articulated than for affected employees to participate in formulating the policies.

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- 1 2 3 4 5 35. The higher a person's position in a business, the more respect he/she should be given by other personnel.
- 1 2 3 4 5 36. A wise business manager tries to have key staff persons under her supervision as smart or smarter than herself.
- 1 2 3 4 5 37. As a business manager, one must choose between working long hours and putting family first.
- 1 2 3 4 5 38. A skillful business manager can expect his subordinates to maintain a cheerful mood, even when they are feeling oppressed by job worries.
- 1 2 3 4 5 39. A competent business manager enjoys her work every day.
- 1 2 3 4 5 40. Most workers perceive job satisfaction as more dependent on wage level than feeling appreciated for what they do for the company.
- 1 2 3 4 5 41. Within the company, it is more important that a manager respect the opinions of personnel one and two layers above her than one and two layers below.
- 1 2 3 4 5 42. A reasonable managerial rule of thumb is to give as much responsibility to workers as authority.
- 1 2 3 4 5 43. In a well-run company, different departments serving the same customer should compete with each other as profit centers.
- 1 2 3 4 5 44. A manager's time is better spent at his company than at a community service club luncheon.
- 1 2 3 4 5 45. When my industry as a group has problems with a local government, I would recommend that my company join other competitor companies rather than seeking our own individual advantage in government negotiations.
- 1 2 3 4 5 46. These days most supervisors and workers will drift away from expected company behavior if given freedom to make their own decisions.
- 1 2 3 4 5 47. It is more important that a manager's staff be able to relate well to customers than it is for the manager himself to be skilled in customer contacts.
- 1 2 3 4 5 48. Managers should be approachable directly by customers.
- 1 2 3 4 5 49. It is as important to explain why you want workers to comply with your instructions as to explain the instructions themselves.
- 1 2 3 4 5 50. It is more important to maintain company policy than to coddle a complaining customer.
- 1 2 3 4 5 51. If I were called a workaholic by peers, I would assume they were more jealous than concerned for my welfare.
- 1 2 3 4 5 52. For most entry-level jobs, it is more important for applicants to have basic technical skills rather than people skills.
- 1 2 3 4 5 53. "I like the adage: ""Take your tasks seriously but yourself lightly.""
- 1 2 3 4 5 54. When doing a background check on a job applicant, one is more likely to get good information from a secretary of the boss than from the boss herself.
- 1 2 3 4 5 55. Formal performance reviews should be about 30 percent praise a 70 percent discussion of areas for improvement.
- 1 2 3 4 5 56. I am inclined to seek opportunities to visit with business managers from companies who are competitors of ours.

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