

Position Description Questionnaire (PDQ) Instructions

Form initiator will complete the following sections of the form:

Position Details

JOB TITLE

DIVISION, DEPARTMENT (if applicable) and Division/Department (if applicable)

essentially take up a significant amount of available work time and occur regularly
fundamental purpose(s) of this position. Consider what would happen if a
was not performed

- x Responsibility for Budgets, Revenues and Costs

Impact of Errors: (Explain in Detail)

Qualifications: The minimum qualifications needed to perform the essential job duties or functions? Qualifications are those skills, abilities, and knowledge that take at least 3 months to attain. Be specific on the period of time necessary to attain a qualification. Qualifications include special training and/or education, and physical capabilities are required (if applicable) and/or other (if applicable) requirements.

Read and comprehend instructions, write information and complete simple forms.
 Bachelor's Degree

Area of Study: _____

Required Education / Desired Education: (Max of 2 Selections)
 Specific Knowledge or Skills (Can group or separate by (R)equired or (D)esired
 Licenses, certificates and / or security clearances required for this position
 Lifting Requirements (frequently, occasionally or seldom)

Physical Demands: Check any of the physical demands that are required in performing the essential functions. Since some activities are performed at the same time, percentages may add up to over 100%.

Job Location and working conditions

Equipment

Equipment Items: (Can group by frequency or separate)

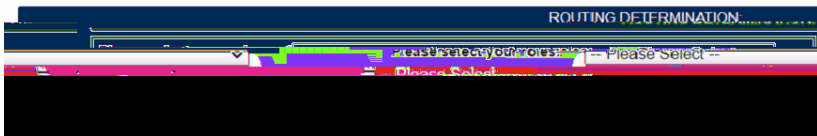
Employee(s) to be Supervised

Supervision Duties

Supervisor Received

Frequency of assignments typically given

Frequency of the work discussed or checked by the supervisor



**** ROUTING DETERMINATION ****

Signature/ Date

Choose 1. if someone else is the Supervisor and
 2. if you are the Supervisor of this position.

After you have submitted, the form will be sent to HR for review and approval. While in HR queue, there may be a few recommended changes where HR will adjust and will be return to Form initiator. Once the PDQ is returned to Form initiator, form initiator will then began to complete the PR (Personnel Requisition).

*The PDQ cannot be changed after it has been approved by HR.

After you have clicked the Submit Form button, the form will route to HR for review and approval. If changes are necessary, HR will have the option to make them on the form or send it back to the Form Initiator for revision. Once HR has approved, the Form Initiator will receive a notification email and then can proceed with the Personnel Requisition (PR) form.

Personnel Requisition (PR)

Form initiator will complete the following sections of the form:

PositionDetails

Position Details

Date:

HR Use Only

Vacancy Number: EEO Class: Pay Grade:

PERSONNEL REQUEST TYPE:

Employee Replacement?

NO. OF POSITIONS: (If Negotiable, range will not be posted)

REQUESTING SUPERVISOR:

First Name:

Duration of:

Attach Position Description Questionnaire (PDQ) No file chosen

Files over 25 MB will not be accepted.

RecruitingMethod

** ROUTING DETERMINATION **

Signature/ Date