

## Completing the Employee Part I & Part III of the Position Description Questionnaire (PDQ)

### Introduction

This job aid explains how to complete the employee sections of the Position Description Questionnaire process.

Section I - Part I – Employee PDQ .....	1 - 5
Section II - Printing the PDQ .....	6
Section III – Editing the PDQ .....	7 - 8
Section IV - Part III – Employee Rebuttal .....	9 – 12

Navigation Path: <http://apps.das.ohio.gov/hrdpositionquestionnaire/pdqlogin.aspx>

### SECTION I – Employee PDQ Part I

Step	Action	Comments
1.	Log into the Online PDQ	Use the user name and password you were provided.
2.	Enter new password information	Upon initial log in to the system you will be asked to change your password
3.	Click “Log in”	Enter newly created password



Welcome to HRD Position Description Questionnaire

**Log into HRD's OnLine PDQ System**

The screenshot shows a login form with the following elements:

- User Name:
- Password:
- Remember me next time.
- Log In button

*Forgot Your Password?*

Enter your User Name to receive your password.

User Name:

Submit

4.	Select audit review date / title from drop down list.	
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Step	Action	Comments
5.	Click "Begin Employee PDQ Survey Part I"	
6.	Read instructions carefully	
7.	Click "Begin PDQ" lower right of page.	

Please ensure that you have completed Part III by the deadline noted in the Position Description Questionnaire timeline. You may edit as often as you wish during the established timeframe, but after the deadline has passed, the portion will become "READ-ONLY".

Step	Action	Comments
8.	Please complete questions 1 through 29.	You must complete the all questions on the page before advancing to the next page.  <b>In order for answers to save you must complete the current page and press “Save go to the next question”</b>
9.	To advance to additional questions please click “Save go to the next question”	

Work supports or assists others in the work group. Make a Selection ▼

Produces the product or delivers the service of the work group. Make a Selection ▼

Evaluates the products or services of the work group or unit. Make a Selection ▼

Reviews the processes, procedures and/or results of other work groups. Make a Selection ▼

Plans the ( ) program of function. Make a Selection ▼

Administers the ( ) program of function. Make a Selection ▼

<< Cancel Return to Menu
Save go to Next Question >>



Step	Action	Comments
10.	Upon completion of question 29 click "Save go to next question"	
11.	Prior to completing question 30 & 31, you are encouraged to review the PDQ prior to submission (See Print PDQ on page 6 and Editing the PDQ on page 7.)	Edits to the PDQ can only be made prior to the deadline date and prior to clicking the "finish" button within the PDQ.  To return to the main menu click "return to menu" button located in the upper right portion of the screen throughout the PDQ.
12.	Following review click "Resume Employee PDQ Survey Part I" from the main menu and complete questions 30.	For question 30, please prepare your response in advance of completing the question online. (This page will not save your response to question 30 until you complete question 31 and click the "finish" button.  <b>Remember:</b> <b>Once the "Finish button is selected the edit option is no longer available for Part I.</b>
13.	Complete question 31 and press the "Sign & Date" button, followed by the "Finish" button.	After the "Finish" button is selected, an automatic email will be generated to notify your supervisor you have completed Part I and that they can begin Part II

Position Description Questionnaire  
Audit Review: 02/22/2010 - Wildlife Officer

Employee Name : Bill Gibson  
 Agency:   
 Job Title:  Job Code: 22292

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**PART I: TO BE COMPLETED BY EMPLOYEE**

30. EMPLOYEE'S COMMENTS: Is there anything else you wish to tell about your specific job duties?

31. EMPLOYEE CERTIFICATION (Please Press the "Sign and Date" button to sign. Also enter in your work address and phone number.)

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Work Location/Address:   
 Work Phone:  ex: (xxx-xxx-xxxx)

Step	Action	Comments
14.	After clicking the “finish” button, the screen below will be displayed. Click the link to return to the main menu.	



**SECTION II – Printing the PDQ**

Step	Action	Comments
15.	Select the audit review date that applies.	Remember: whenever you return to the main menu you must select the audit date that applies.
16.	Here you may select any of the following: Print PDQ Questions & Answers Edit Employee's PDQ Answers Change Your Password Logoff	

User Name: Eddie Murphy  
User Role: Employee

Deadline To Finish PDQ: 10/23/2009  
Supervisor Name: Brian Williams

Select Audit Review: 10/21/2009 - Administrative Assistant 2

**Employee Main Menu**

[Begin Employee PDQ Survey Part I](#)

[Print PDQ Questions & Answers](#)

[Edit Employee's PDQ Answers](#)

[Change Your Password](#)

[LogOff](#)

17.	To print the PDQ, click "Print PDQ Question & Answers"	Your PDQ question and answers will be displayed
18.	Then click "Print PDQ answers" in the upper right section of the screen	

[<< Return to Menu](#) | [Print PDQ Answers](#)

**Position Description Questionnaire  
(Employee)**

Employee Name: Eddie Murphy  
Job Title: Administrative Officer 2

Agency: Development  
Job Code: 63132

**PART I: TO BE COMPLETED BY THE EMPLOYEE**

- Working Title of position if different from job title**  
*chief*
- Title of Supervisor**  
*director*
- Normal working hours**  
*8 to 5*

**SECTION III – Editing the PDQ**

Step	Action	Comments
19.	To Edit PDQ responses click “Edit Employee’s PDQ Answers” from the main menu.	Please note that questions cannot be edited if it is past the deadline date or you have finished and submitted Part I
20.	Then select the question you would like to edit from the drop down list	The selected question will appear on the screen in read only status

Welcome to HRD Position Description Questionnaire

[<< Return to Menu](#) | [Print PDQ Answers](#)

Employee Name: *Eddie Murphy* Agency: *Development*  
 Job Title: *Administrative Officer 2* Job Code: *63132*

Question#26 Physical effort and coordination

You are currently in view mode, click here to edit answer(s) for the selected Question:

26. Which activities using physical effort and coordination are needed for your job? (Check the boxes, give the hours each day and pounds, where appropriate. Give examples.)

Activity	Hours each day	Activity	Hours each day	# of lbs.
<input checked="" type="checkbox"/> Sitting	<input type="text" value="5"/>	<input type="checkbox"/> Light Lifting	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> Walking, Standing, Bending	<input type="text" value=""/>	<input type="checkbox"/> Moderately heavy lifting	<input type="text" value=""/>	<input type="text" value=""/>

Step	Action	Comments
21.	To edit the question, click the “click here to edit answer(s) for the selected Question box	

Employee Name: *Eddie Murphy* Agency: *Development*  
 Job Title: *Administrative Officer 2* Job Code: *63132*

Question#26 Physical effort and coordination

You are currently in view mode, click here to edit answer(s) for the selected Question:

22.	Next red text will appear in the middle of the screen to indicate you are now in edit mode.	
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Question#23 Part B Experience for job

You are now in edit mode, please make any necessary changes and click the Save Changes button when you are done

23.	Please make any necessary changes and click the "Save Changes" button	
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[Empty input field with a dropdown arrow]



Save Changes

Cancel

**SECTION III – Employee Rebuttal Part III**

24.	Login to PDQ using username and password.	
25.	Select Audit Review Date	

Welcome to HRD Position Description Questionnaire

User Name: Eddie Murphy  
User Role: Employee

Select Audit Review:

Deadline To Finish PDQ:  
Supervisor Name:

**Employee Main Menu**

Begin Employee PDQ Survey Part III

Print PDQ Questions & Answers

Edit Employee's PDQ Answers

Change Your Password

LogOff

26.	Select “Begin Employee PDQ Survey Part III”	
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Welcome to HRD Position Description Questionnaire

User Name: Eddie Murphy  
User Role: Employee

Select Audit Review:

Deadline To Finish PDQ: 10/23/2009  
Supervisor Name: Brian Williams

**Employee Main Menu**

Begin Employee PDQ Survey Part III

Print PDQ Questions & Answers

Edit Employee's PDQ Answers

Change Your Password

LogOff

27.	Review supervisor answers	An alternative to reviewing the supervisor's answers on the screen is to print the PDQ and then proceed to step #31.
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28.	To view the supervisor answers select the "View Sup Answers" tab	
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Welcome to HRD Position Description Questionnaire

29.	Select the question you wish to review.	Questions to review are # 32 through # 38
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Welcome to HRD Position Description Questionnaire

30.	You may also wish to review the answer you provided by selecting the “View Emp Answers” tab	
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31.	Following review select the “View Question # 40 tab and answer question # 40	
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Welcome to HRD Position Description Questionnaire

**Position Description Questionnaire  
(Employee Rebuttal)**

*Employee Name: Eddie Murphy* *User Name: Eddie Murphy*  
*Agency: Development* *Supervisor: Brian Williams*  
*Job Title: Administrative Officer 2* *Job Code: 63132*

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**PART III: TO BE COMPLETED BY THE EMPLOYEE**

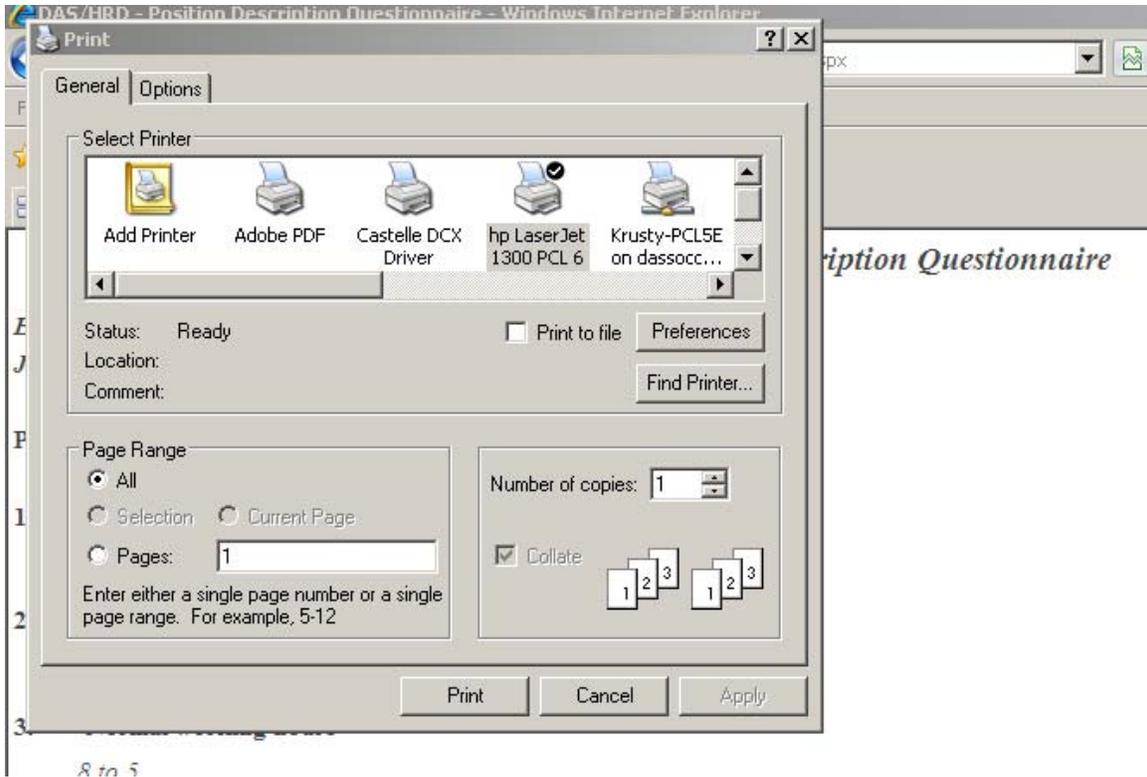
View Question# 40
View Sup Answers
View Emp Answers

40. As the employee, do you agree or disagree with the information furnished by the supervisor? (Please check the appropriate checkbox.)

Make a Selection

FINISH
<< Return to Menu

32.	If you answer yes, please skip to # 33 and proceed.	
33.	If you answer no, please check the question you disagree with and provide comments in the space provided.	Note: For the rebuttal section you can save the information you enter at any time by clicking the “save” button.
34.	Upon completion of question 40 click the “Finish” button to complete part III.	After the “Finish” button is selected, an automatic email will be generated to notify the Management Designee you have completed Part III and that they can begin Part IV.
35.	Next you will be sent directly to the printer selection screen to print your response to Part III.	



36.	Upon completion of print, you will be redirected to the thank you screen. Here you may return to the main menu or exit the system.	Upon completion of Part III the Management designee will be notified via email to complete Part IV of the PDQ
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**Items to remember**

1. When returning to the main menu you must always select the Audit Review date to activate the menu items.
2. Edits to the PDQ can only be made prior to the deadline date and prior to clicking the finish button within the PDQ.
3. An alternative to reviewing the answers on the screen is to print the PDQ and review as you answer the questions
4. If you have questions or issues when completing the Position Description Questionnaire please contact the Office of Organizational Development, Classification and Compensation Unit at 614.387.0685 or email [compensation@das.state.oh.us](mailto:compensation@das.state.oh.us)

