

# Completing the Supervisor Part II of the Position Description Questionnaire (PDQ)

## Introduction

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

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

## Section I – Supervisor PDQ Part II

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**

User Name:

Password:

Remember me next time.

*Forgot Your Password?*

Enter your User Name to receive your password.

User Name:

Step	Action	Comments
4.	Select audit review date / title from drop down list.	

Welcome to HRD Position Description Questionnaire

User name: Brian Williams  
 Role: Supervisor

Deadline To Finish PDQ:

Select Audit Review:  Select Employee:

**Supervisor Main Menu**

Begin PDQ Survey Supervisor Part II

Print PDQ Questions & Answers

Edit Supervisor's PDQ Answers

Change Your Password

LogOff

Step	Action	Comments
5.	Select your employee name from the drop down list.	Note: Only employees who have completed the PDQ will appear in the drop down menu.

Welcome to HRD Position Description Questionnaire

User name: Brian Williams  
 Role: Supervisor

Deadline To Finish PDQ:

Select Audit Review:  Select Employee:

**Supervisor Main Menu**

Begin PDQ Survey Supervisor Part II

Print PDQ Questions & Answers

Edit Supervisor's PDQ Answers

Change Your Password

LogOff

6.	Click "Begin PDQ Supervisor Part II"	
7.	Read instructions carefully, click "Begin Part II"	
8.	Select your agency name	

Position Description Questionnaire  
(Supervisor)

Supervisor: *Brian Williams*

Agency:

Employee Name: *Eddie Murphy*  
Job Title: *Administrative Officer 2*

Agency: *Development*  
Job Code: *63132*

**PART II: TO BE COMPLETED BY THE SUPERVISOR**

Review the employee's responses to Questions #1 through #30 by clicking on the "view Emp. Answers" tab below. Answer question #32 through #39, click sign and date followed by finish to complete part II. The completed part II will be automatically forwarded to the employee for rebuttal.

9.	Review the employee's responses to questions #1 through #30 by clicking "view Emp. Answers" tab.	<b>An alternative to reviewing the supervisor's answers on the screen is to print the PDQ and then proceed to step #11.</b>
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Position Description Questionnaire  
(Supervisor)

Supervisor: *Brian Williams*

Agency:

Employee Name: *Eddie Murphy*  
Job Title: *Administrative Officer 2*

Agency: *Development*  
Job Code: *63132*

**PART II: TO BE COMPLETED BY THE SUPERVISOR**

Review the employee's responses to Questions #1 through #30 by clicking on the "view Emp. Answers" tab below. Answer question #32 through #39, click sign and date followed by finish to complete part II. The completed part II will be automatically forwarded to the employee for rebuttal.

10.	Then select the question number you would like to review from the drop down list	
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**Position Description Questionnaire  
(Supervisor)**

Supervisor: *Brian Williams*

Agency:

Employee Name: *Eddie Murphy*  
Job Title: *Administrative Officer 2*

Agency: *Development*  
Job Code: *63132*

**PART II: TO BE COMPLETED BY THE SUPERVISOR**

Review the employee's responses to Questions #1 through #30 by clicking on the "view Emp. Answers" tab below. Answer question #32 through #39, click sign and date followed by finish to complete part II. The completed part II will be automatically forwarded to the employee for rebuttal.

Employee's Questions & Answers



11.	Complete question # 32 through # 36 then click "Save go to next question"	
12.	Complete question # 37 then click "Save go to next question"	
13.	Complete question # 38 then click " Save go to next question"	
14.	Prior to completing question # 39, you are encouraged to review the PDQ prior to submitting Part II (See Print PDQ on page 7 and Editing the PDQ on page 8.)	<p>To print and review prior to submission, return to the main menu and select "Print PDQ Questions &amp; Answers" or "Edit Supervisor's PDQ Answers"</p> <p>Once the "Finish" button is selected the PDQ is no longer available to edit.</p>
15.	Complete question 29 and press the "Sign and Date" button, followed by the "Finish" button.	After the "Finish" button is selected, an automatic email will be generated to notify the employee that you have completed Part II and that they can begin Part III.

**PART II: TO BE COMPLETED BY THE SUPERVISOR**

Review the employee's responses to Questions #1 through #30 by clicking on the "view Emp. Answers" tab below. Answer question #32 through #39, click sign and date followed by finish to complete part II. The completed part II will be automatically forwarded to the employee for rebuttal.



39. **SUPERVISOR 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.

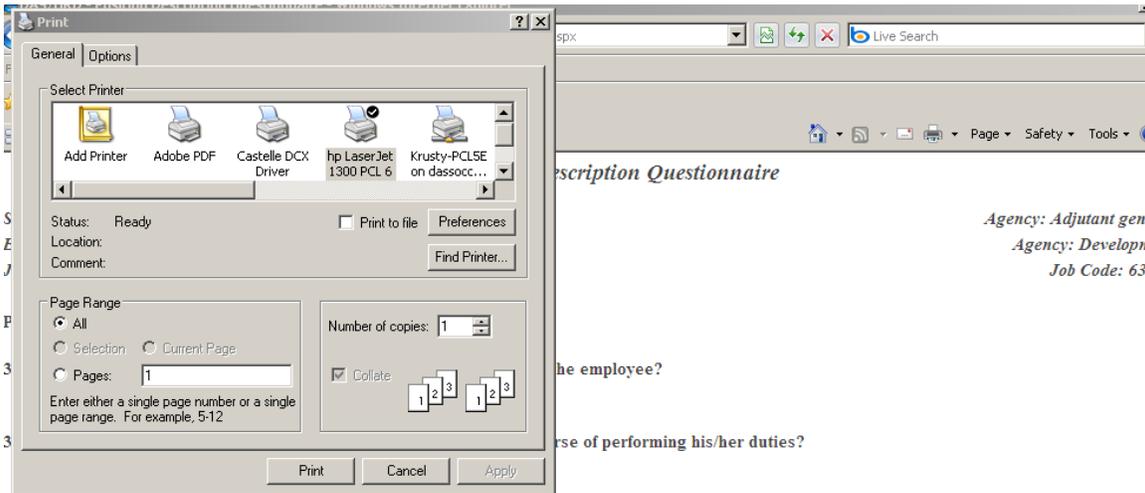
Signed:  Date:

Work Location/Address:

Work Phone:  ex: (xxx-xxx-xxxx)



Step	Action	Comments
16.	After you click the "finish" button you will be automatically taken to the print selection screen to print the PDQ	



- 34. How closely do you review or approve the work of this employee?  
*asdfasdf*
- 35. What do you look for during your review?  
*asdfsad*
- 36. List the job titles and names of other employees under your supervision that have the same duties and responsibilities as this position:  
Please Enter the Number of Different Job Titles. (If the number is 0, enter 0.) 0
- 37. List what you consider to be the MINIMUM education, experience and/or specialized training required to be hired for this job?

<b>Step</b>	<b>Action</b>	<b>Comments</b>
17.	After you print the PDQ, you will be redirected to the “thank you screen”	
18.	Select the “Click here to return to the main menu” button	

**SECTION II – Printing the PDQ**

19.	Select the audit review date and employee that applies.	Remember: whenever you return to the main menu you must select the audit date and employee to activate the menu options.
20.	Here you may select any of the following: Resume PDQ Survey Supervisor Part II Print PDQ Questions & Answers Edit Supervisor's PDQ Answers Change Your Password Logoff	

User name: *bill lydon* Deadline To Finish PDQ: 11/1/2009 12:00:00 AM  
 Role: *Supervisor*  
 Select Audit Review:  Select Employee:

**Supervisor Main Menu**

[Resume PDQ Survey Supervisor Part II](#)

[Print PDQ Questions & Answers](#)

[Edit Supervisor's PDQ Answers](#)

[Change Your Password](#)

[LogOff](#)

21.	To print the PDQ, click “Print PDQ Question & Answers”	Your PDQ question and answers will be displayed
22.	Then click “Print Supervisor PDQ” or “Print Employee Part I & Supervisor Part II PDQ” in the upper right section of the screen	

Position Description Questionnaire  
(Supervisor)  
Supervisor: Brian Williams  
Employee Name: Eddie Murphy  
Job Title: Administrative Officer 2

Agency: Adjutant general  
Agency: Development  
Job Code: 63132

**PART II: TO BE COMPLETED BY THE SUPERVISOR**

- 32. What is the most important job duty and task to be performed by the employee?  
asdfasdf
- 33. What types of decisions are made by the employee during the course of performing his/her duties?  
asdfaf
- 34. How closely do you review or approve the work of this employee?  
asdfasdf

**Section III – Editing the PDQ**

Step	Action	Comments
23.	To Edit your PDQ responses click “ Edit Supervisor’s PDQ Answers”	Please note that questions cannot be edited if it is past the deadline date or you have finished and submitted Part II
24.	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

**Position Description Questionnaire  
(Supervisor)**

Supervisor: Bill Lydon  
Employee Name: Karen Benson  
Job Title: Administrative Assistant 3

Agency: Aging  
Agency: Administrative Services  
Job Code: 63123

View/Edit Supervisor Questions

Questions #37 (A thru D) ▼

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

[View Question# 40](#) [View Emp Answers](#)

37. List what you consider to be the MINIMUM education, experience and/or specialized training required to be hired for this job?

A. Education:	Subject	# of Courses	Length Of Training (in months)
<input checked="" type="checkbox"/> High School or GED	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Position Description Questionnaire  
(Supervisor)**

*Supervisor: Bill Lydon*  
*Employee Name: Karen Benson*  
*Job Title: Administrative Assistant 3*

*Agency: Aging*  
*Agency: Administrative Services*  
*Job Code: 63123*

View/Edit Supervisor Questions  
Questions #37 (A thru D) ▾

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

26.	Next red text will appear in the middle of the screen to indicate you are now in edit mode.	
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<< Return to Menu | Print Supervisor PDQ | Print Employee & Supervisor PDQ

**Position Description Questionnaire  
(Supervisor)**

*Supervisor: Bill Lydon*  
*Employee Name: Karen Benson*  
*Job Title: Administrative Assistant 3*

*Agency: Aging*  
*Agency: Administrative Services*  
*Job Code: 63123*

View/Edit Supervisor Questions  
Questions #37 (A thru D) ▾

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

27.	Please make any necessary changes and click the “Save Changes” button	
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▾

28.	Upon edit completion, select the “return to the main menu” button to return to the main menu.	
29.	Select the audit date review, employee name and click “Resume PDQ Survey Supervisor Part II” to complete and submit the PDQ	

Items to remember

1. When returning to the main menu you must always select the Audit Review date and employee name 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 614.644.8842 or email [compensation@das.state.oh.us](mailto:compensation@das.state.oh.us)