

Reminders and Tips for PDQ Completion

- The PDQ should take approximately three (3) to six (6) hours of dedicated time to complete.
- You are encouraged you to use the most recent position description for your position as a guide, but you are cautioned against relying upon it exclusively as the only source of position information. Ensure when you complete the PDQ that the information you provide is detailed, accurate and up-to-date.
- Take your time in completing the questionnaire. Some of the questions are a "check-box", while other questions will be free form answers. There is sufficient space provided for your answers.
- Do not include personal information. Limit your responses to describing the requirements and responsibilities of the position.
- Provide clear and concise answers. You may use point-form or sentences when answering questions.
- Answer the questionnaire fully and factually. Answer all the questions in a way that will enable a person who is not familiar with the position to understand it.
- Use simple sentences when describing position details and try to start sentences with action words whenever possible (i.e. cleans all areas; types reports and letters; builds shelving; designs forms; treats patients).
- When answering the questions, provide one or two examples to support your selections. If examples are not provided it will be assumed the selection was made in error.
- You should consult with your Supervisor/Manager and HR Unit if you need assistance when completing.

If you have any questions or problems as you are completing the PDQ that cannot be answered by your Supervisor/Manager or HR Unit, contact the Classification and Organizational Design Division by phone at 729-3383 or 1-888-729-7690 (toll-free) or email JES@gov.nl.ca for support.

PDQ Online Format/Process

- The employee creates an on-line account and then completes a reclassification request by providing the required information and electronically submits the reclassification request to the Classification & Organizational Design Division who will add the Human Resource Representative information.
- The Classification & Organizational Design Division sends a notification to the employee (via email) granting access to the PDQ.

- Employees can complete the PDQ's at their own pace. Progress can be saved after each section is completed. Note: Once the employee hits the "Submit" button, the PDQ can no longer be edited. Notification is automatically sent to the Supervisor/Manager advising them that the PDQ is available for their review and comments.
- The Supervisor/Manager reviews the PDQ and makes comments but cannot edit any of the comments made by the Employee in the PDQ. Once finished, a notification is automatically sent to the Employee advising them that the Supervisor/Manager has reviewed the PDQ and allows the employee to view the comments made.
- The Employee will review the Supervisor/Manager comments and make any final comments, and then electronically submit the PDQ to the Human Resources Representative for review and comment.
- The Human Resources Representative reviews the PDQ, makes comments, and electronically submits the PDQ to the Permanent Head/Designate.
- The Permanent Head/Designate reviews the PDQ, makes comments, and electronically submits the PDQ it to the Classification & Organizational Design Division for review.