



Human Resource Secretariat
Position Description Questionnaire
Reviewer User Manual

June, 2015

Table of Contents

- Solution Overview 1
 - Document Overview 1
 - System Overview..... 1
- Getting Started 2
 - Roles within the PDQ Solution 2
 - Navigating to the PDQ Solution..... 2
 - Creating Your Account 3
 - Forgot Username or Password..... 5
 - Change Password 8
 - Logging In 10
 - Managing Your Account Information 11
- Position Description Questionnaire 13
 - Position Description Questionnaire Workflow 13
 - PDQ General Information and Navigation 16
- PDQ Review Process..... 17
 - (Supervisor) Reviewing and Commenting on a PDQ 17
 - (Employee) Reviewing and Commenting on Supervisor’s Comments..... 19
 - (HR Representative) Reviewing and Commenting on PDQ..... 19
 - (Permanent Head / Designate) Reviewing and Commenting on PDQ..... 21
 - Printing/Saving a Copy of the PDQ 23
 - HRS PDQ Evaluation and Decision..... 25

Submitting a Reclassification Request.....	26
Completing the HRS Reclassification Request	26
Completing a PDQ.....	28
Appeals Process	32
Appealing the PDQ Decision	32
Technical Support	33
Contact Information	33

Solution Overview

Document Overview

This document is the user manual for the Human Resource Secretariat's (HRS) Position Description Questionnaire (PDQ) solution. In this document you will find an outline of all the solution's features and a walkthrough on how to use each one including text descriptions and annotated images.

System Overview

The PDQ solution was developed for the Human Resource Secretariat, Government of Newfoundland and Labrador (the Government) to allow easier access for employees to request a reclassification of their current job. It may also be used for employers to submit PDQs on behalf of their employees, or to prepare a PDQ for new or vacant positions. The PDQ solution is supported by the Job Evaluation Framework (JES) Methodology.

Getting Started

Roles within the PDQ Solution

The PDQ solution is built with roles based around the levels within the organizations. PDQ is accessible by four different roles – your role in the PDQ solution will be determined by your level within your organization.

The primary role of reviewers is to comment on PDQ's submitted by Employees before the PDQ is submitted to HRS for evaluation. However, those with the role of Supervisor, HR Representative and Permanent Head/Designate are also able to enter reclassification requests on behalf of Employees for existing or new unclassified filled positions, and requests for new unclassified vacant positions.

Role Title	Description
Employee	Employees are able to fill out a reclassification request form and fill out a PDQ either for their own position, or on behalf of another employee (3 rd party request).
Supervisor	Supervisors are able to fill out reclassification request forms and PDQs on behalf of other Employees, provide comments on the PDQs which are submitted by their Employees and request classification for new or vacant positions.
Human Resources Representative	Human Resources Representatives are able to review and comment on PDQs for Employees, and request classification for new or vacant positions.
Permanent Head / Designate	Permanent Head / Designates are able to request classification for new positions and fill out PDQs on behalf of other Employees. Permanent Head / Designates can review the Employee, Supervisor and HR Representative comments and provide additional comments and submit PDQs to HRS for final analysis.

Navigating to the PDQ Solution

The entire PDQ solution is available online at <http://www.exec.gov.nl.ca/exec/hrs/pdq.html>. On this page you will find the link to log into the application, as well as other useful information and documents. It can be accessed 24/7 by logging in via your Internet browser at home or work. The PDQ solution currently supports Internet Explorer 8, 9, 10, 11, Firefox v33 and Google Chrome v38. If you use any browser version other than these, the application may not function properly. Click the "Login to PDQ" link in the Login section of the screen. When you open the link, you will be greeted with the PDQ login screen

(shown below).

Newfoundland
Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire - Staging

A A A

Login

Username:

Password:

Reset Submit

[New users click here to create account](#)

[Forgot Username or Password?](#) [Change Password](#)

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.

For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

[System/Technical Support](#)

Creating Your Account

Regardless of your level within your organization, your account can be created using the self-service tool which is built into the PDQ solution. However, the System Administrator will require approval from your employer that you can be granted the appropriate reviewer status. If you need assistance creating your account, contact [Technical Support](#).

1. Navigate to the PDQ login page (see [“Navigating to the PDQ Solution”](#)).
2. Click the link labeled “New users click here to create account”. When clicked you will be brought to the Create New Account page (shown below).

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

A A A

Create New Account

First Name:

Last Name:

Username:

Email Address:

Confirm Email:

Password:

Your password must contain 1 upper case letter, 1 lowercase letter, 1 number and be a minimum of 8 characters in length.

Confirm Password:

Secret Question:

Secret Answer:

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdgsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

3. Fill out the form; all fields are required. Make sure you enter your correct email address, or you won't get the email to activate your account.
4. When you are satisfied with the information you have entered, click the "Submit" button. The system will display a confirmation message with a link to the PDQ login page. Don't click this link until you have activated your account.
5. You will receive an email with a link to the PDQ application to activate your account.
6. Click on the link in your email. If you can't click the link, copy and paste it into the address bar of your Internet browser. The system will display the "User Activation" screen to confirm that your account is active. Once you have activated your account, the link from your email will no longer work.

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

A A A

User Activation

Your user account has been activated. You have employee level access. If you are a Supervisor, HR representative or Permanent Head/Designate, please contact technical support as per contact information below to request elevated access.

[Login here](#)

6

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

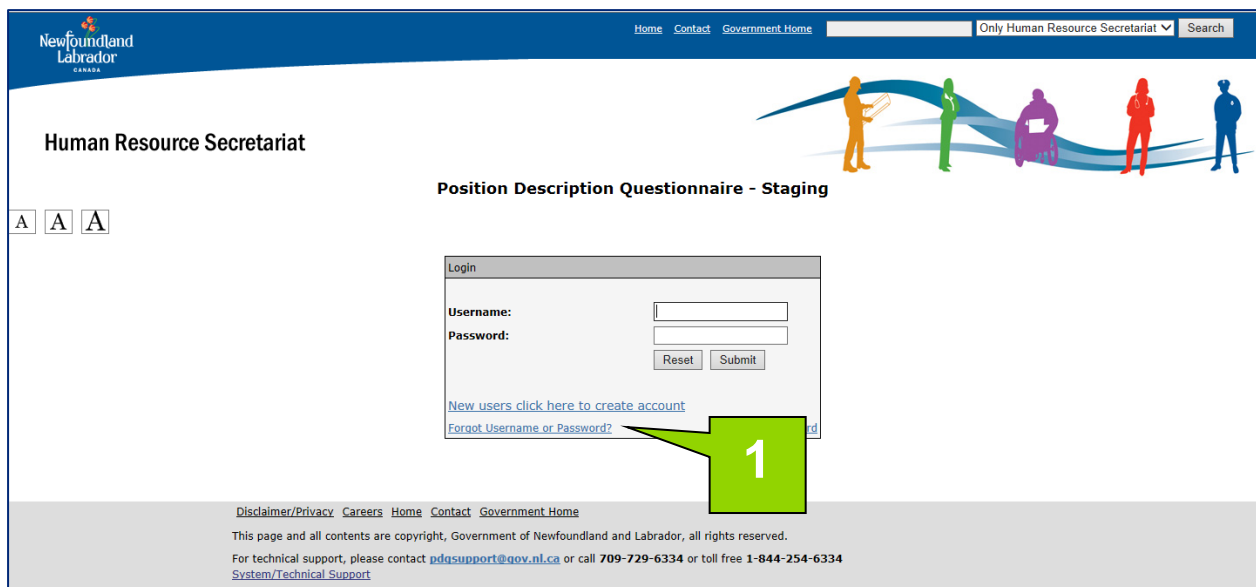
This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdgsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

7. To have the Supervisor, HR Representative or Permanent Head role assigned to your account, you must have your employer contact HRS with approval for this request. Technical Support contact information is displayed on the bottom of every screen. You can also go to the Technical Support section of this document for information on how you can contact HRS.

Forgot Username or Password

If you forget the username or password you created to log into the PDQ, you can use the Forgot Username or Password function on the PDQ Login screen.

1. Click the Forgot Username or Password link.



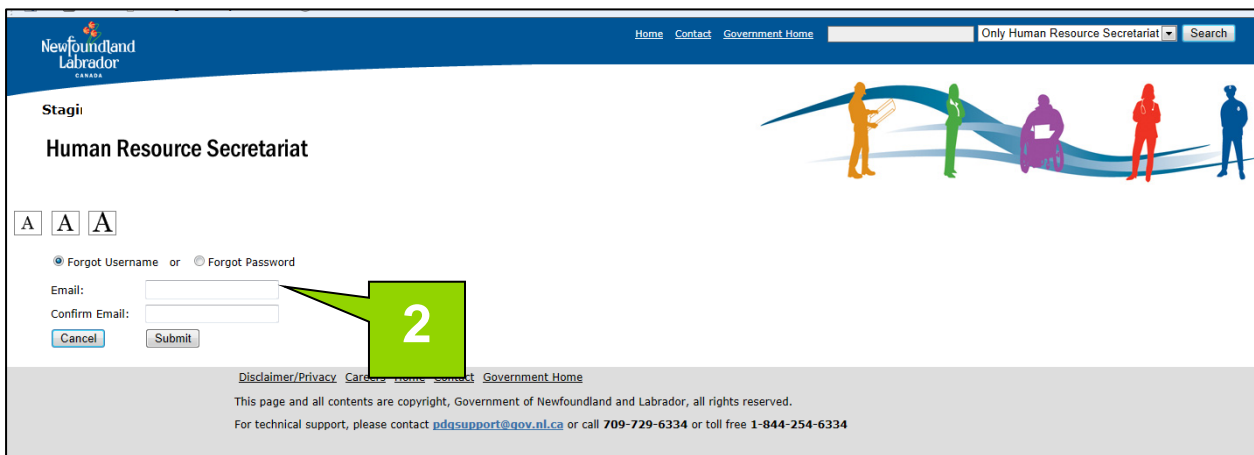
The screenshot shows the 'Human Resource Secretariat' website interface. At the top, there is a navigation bar with 'Home', 'Contact', and 'Government Home' links, a search bar, and a dropdown menu set to 'Only Human Resource Secretariat'. Below the navigation bar is a banner with the text 'Human Resource Secretariat' and a graphic of five stylized human figures in various colors. The main content area is titled 'Position Description Questionnaire - Staging'. On the left, there are three accessibility icons (A, A, A). In the center, there is a 'Login' form with fields for 'Username:' and 'Password:', and 'Reset' and 'Submit' buttons. Below the form are two links: 'New users click here to create account' and 'Forgot Username or Password?'. A green callout box with the number '1' points to the 'Forgot Username or Password?' link. At the bottom of the page, there is a footer with links for 'Disclaimer/Privacy', 'Careers', 'Home', 'Contact', and 'Government Home', along with copyright information and technical support contact details.

Forgot Username

1. If you forgot your Username, click the Forgot Username radio button. If you forgot your password, go to the next section "Forgot Password".



2. Enter the email address associated with the account and confirm that email address.

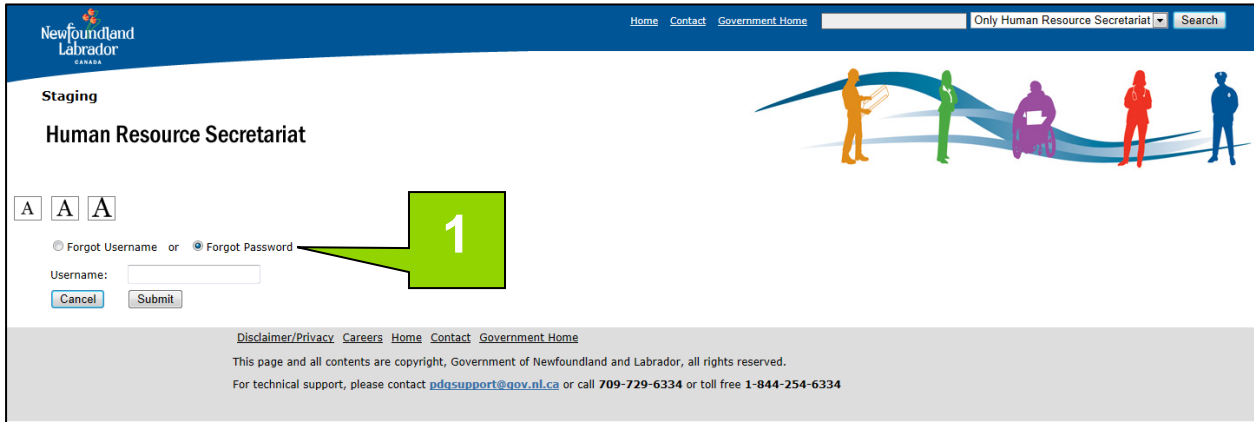


3. The system will send an email to the email address identifying the Username associated with the email address.



Forgot Password

1. Click the Forgot Password radio button.



The screenshot shows the top navigation bar with the Newfoundland Labrador logo, links for Home, Contact, and Government Home, a search bar, and a dropdown menu for 'Only Human Resource Secretariat'. Below the navigation is a 'Staging' banner with the title 'Human Resource Secretariat' and a graphic of five stylized human figures. The main content area features a login form with three accessibility icons (A, A, A) and two radio buttons: 'Forgot Username' and 'Forgot Password'. The 'Forgot Password' radio button is selected and highlighted with a green callout box containing the number '1'. Below the radio buttons is a 'Username:' input field and 'Cancel' and 'Submit' buttons. At the bottom, there is a footer with links for Disclaimer/Privacy, Careers, Home, Contact, and Government Home, and a copyright notice for the Government of Newfoundland and Labrador.

2. Enter the Username associated with the account and click Submit.
3. Enter the secret answer when prompted and click Submit.
4. The system will send an email to the email address associated with the account. This email will contain instructions on how to change your password. Click on the link in the email. If you can't click on it, copy and paste it into the address bar of your Internet browser. The reset password screen will display as shown below.
5. Enter your Username and copy and paste the temporary password from the email. Click Submit.



The screenshot shows the 'Reset Password' screen. The top navigation bar is identical to the previous screenshot. Below the 'Staging' banner, the title 'Human Resource Secretariat' is followed by three accessibility icons (A, A, A). The form has a 'Reset Password' heading and a 'Username:' input field. Below it is a 'Temporary Password:' input field, which is highlighted with a green callout box containing the number '5'. 'Cancel' and 'Submit' buttons are located below the input fields. The footer is the same as in the previous screenshot.

6. The Reset Password screen displays as shown below.
7. Enter the answer to your secret question. Enter a new password and confirm the password. Click Submit. If you forget the answer to your secret question, contact Technical Support.

Newfoundland Labrador

Home Contact Government Home Only Human Resource Secretariat Search

Stagii

Human Resource Secretariat

Reset Password

Secret Question: Winter2015

Secret Answer:

New Password: **7**

Your password must contain 1 upper case letter, 1 lowercase letter, 1 number and be a minimum of 8 characters in length.

Confirm Password:

Cancel Submit

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.

For technical support, please contact pdgsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

8. The system will display a message indicating that the password was successfully reset.
9. Click on the link and the PDQ login screen will display.

Newfoundland Labrador

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Reset Password

Password successfully reset

[Login here](#)

Disclaimer/Privacy Careers Home Contact Government Home

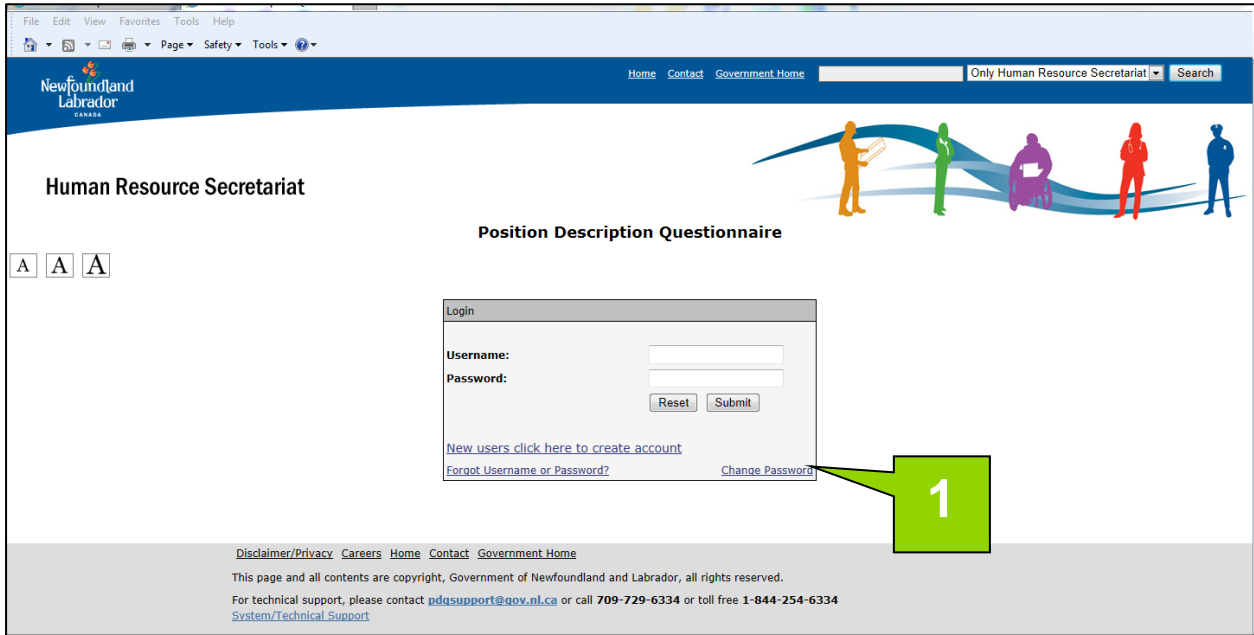
This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.

For technical support, please contact pdgsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

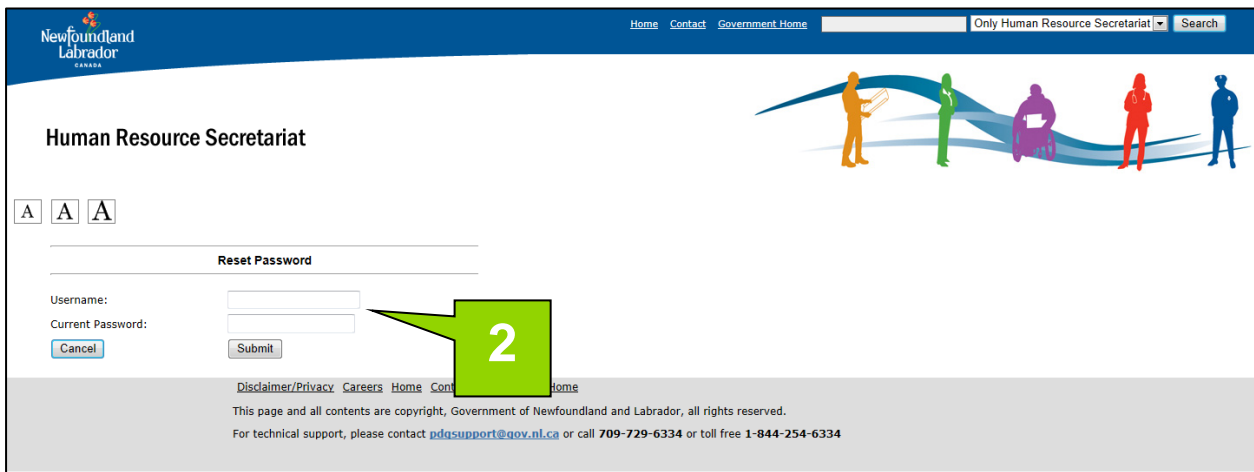
Change Password

The system allows users to change their password at any time. You can change your password using the Change Password function on the PDQ Login screen.

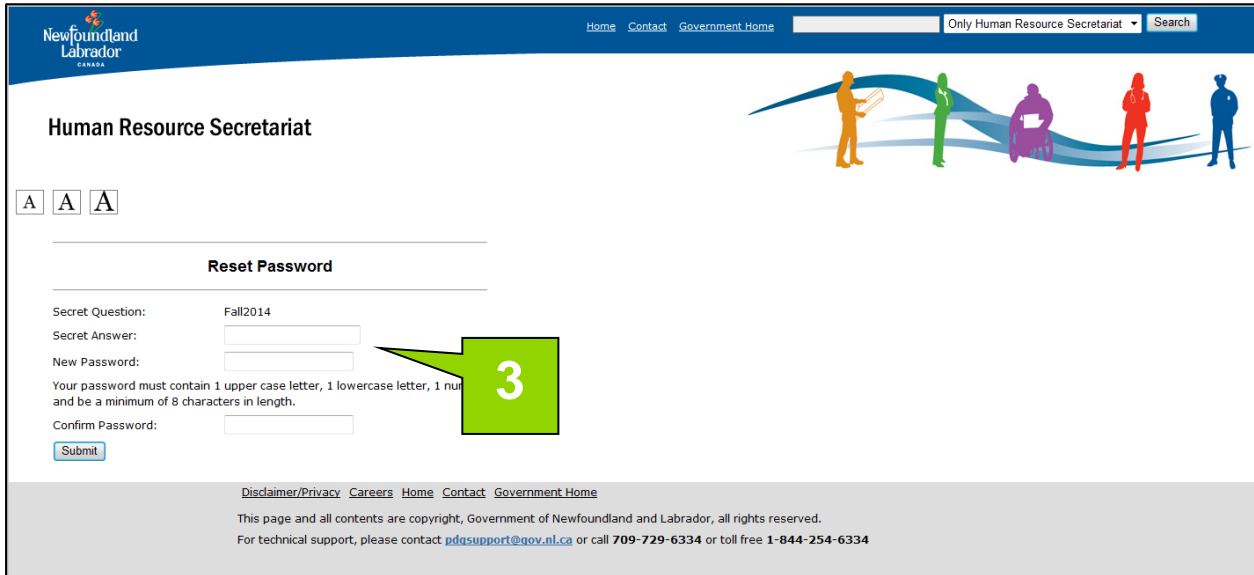
1. Click the Change Password link.



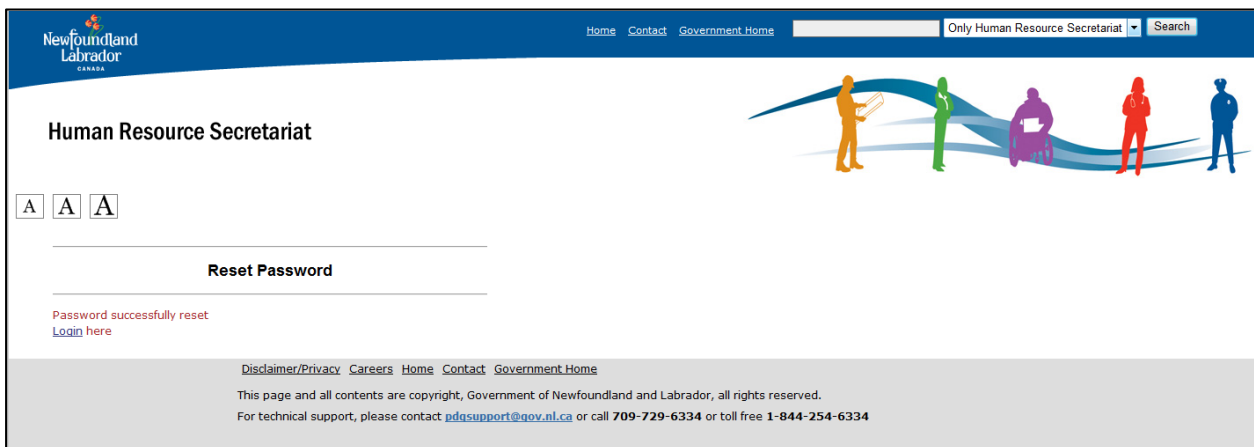
2. Enter your Username and current password and click Submit.



3. Enter the answer to your secret question, new password and confirmation password and click Submit. If you forget the answer to your secret question, contact Technical Support.



- The system will confirm that the password was reset successfully and provide a login link to the PDQ.



- Click on the link and the PDQ login screen will display.

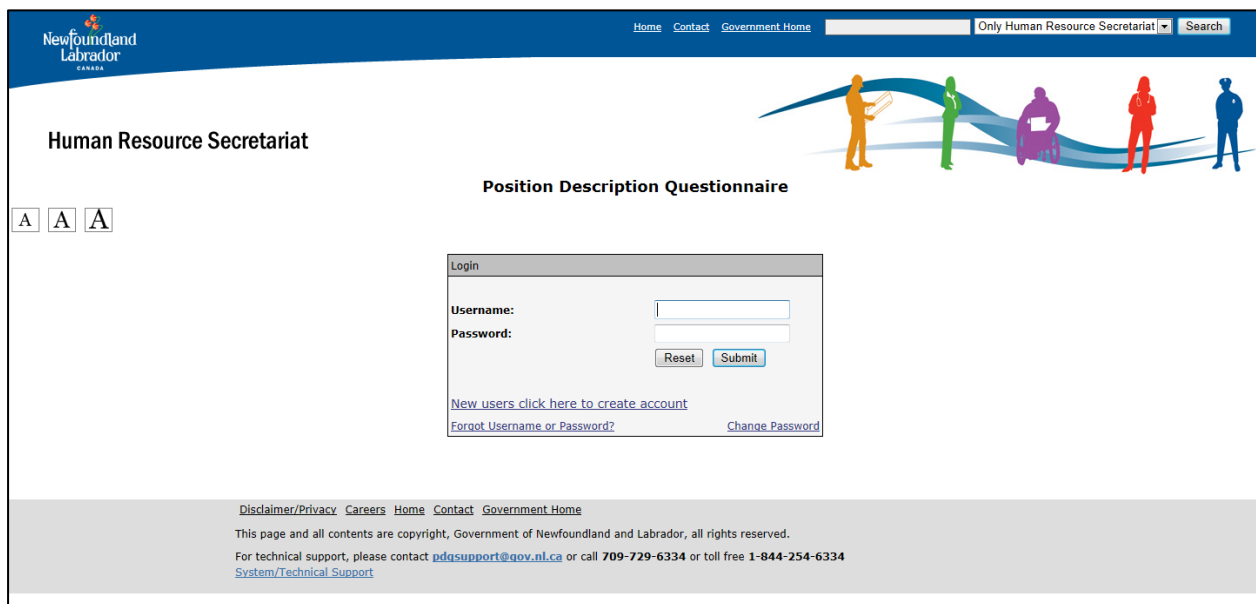
Note: The system requires that users change their password every 90 days. A message will display on the user's home screen when there are 10 days left to change the password. This message will continue to display until the 90th day. Once the password expires, you will not be able to log in to the system until the password is changed.

Logging In

Once you have set up your PDQ account, you can login simply by entering the Username and password which you created during the [Creating Your Account](#) step. You can return to the system to login at any time by navigating to the following URL in your Internet browser

<http://www.exec.gov.nl.ca/exec/hrs/pdq.html>. On this page you will find the link to log into the application.

NOTE: all accounts created using the self-service tool are created with “Employee” credentials. If you are a Supervisor, HR Representative or Permanent Head / Designate you must contact HRS to have the proper credentials added to your account. The System Administrator will require approval from your employer that you can be granted the appropriate reviewer status. Please see the [Technical Support](#) section of this document for information on how you can contact HRS.



The screenshot shows the login page for the Human Resource Secretariat Position Description Questionnaire. The page features the Newfoundland Labrador logo in the top left corner. The main heading is "Human Resource Secretariat" and the page title is "Position Description Questionnaire". A navigation bar at the top right includes links for "Home", "Contact", and "Government Home", along with a search box and a dropdown menu set to "Only Human Resource Secretariat". Below the heading, there are three accessibility icons (A, A, A). The central focus is a "Login" form with fields for "Username:" and "Password:", a "Reset" button, and a "Submit" button. Below the form, there are links for "New users click here to create account", "Forgot Username or Password?", and "Change Password". The footer contains a "Disclaimer/Privacy Careers Home Contact Government Home" link, a copyright notice for the Government of Newfoundland and Labrador, and technical support contact information: "For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334 [System/Technical Support](#)".



HINT: The PDQ online application will log out after 20 minutes of inactivity. After 15 minutes, a message will prompt Employees to save their work, giving them five minutes to do so before signing them out. To prevent loss of information, Employees should save their work on a regular basis.

Managing Your Account Information

Once you log into the system, you have the ability to manage your account information. You can change your name, Username, email address, secret question and secret answer.

1. Click on the Manage Account menu item.

Newfoundland Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Home

To begin a new reclassification request click [here](#)

My Position Description Questionnaires

If you have a reclassification from HRS to proceed with PDQ completion, click **view** for the appropriate position title below.

Position Title	Status	
	PDQ waiting employee's final comments	View Printer Friendly

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

- Update the information you wish to change and click update. To change your secret question and/or answer you will be required to enter your current password.

Newfoundland Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Tool – Edit Account Information

Account Information

First Name:

Last Name:

Username:

Email Address:

Confirm Email Address:

Note: Password required to change Secret Question/Answer

Password:

New Secret Question:

New Secret Answer:

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

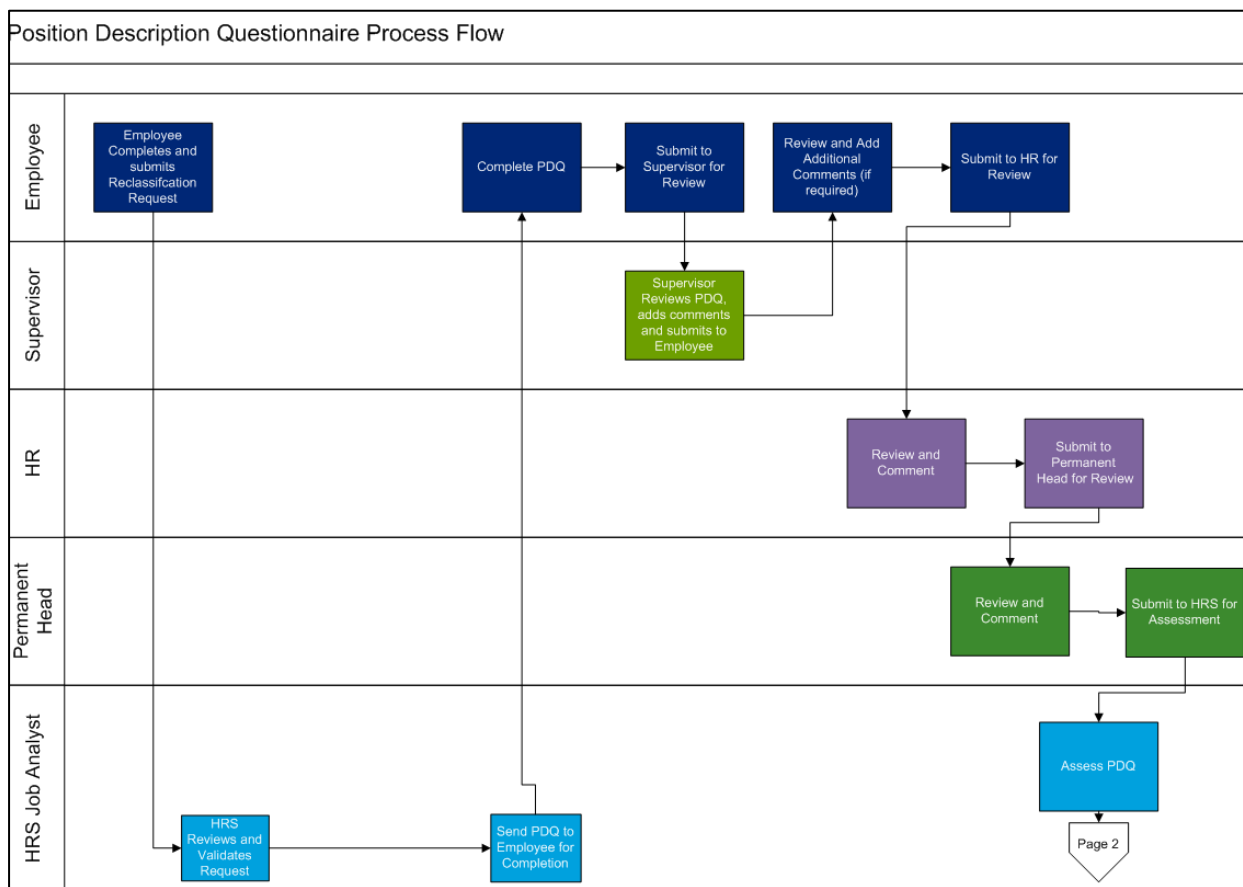


NOTE: You cannot change your password on this screen. To change your password use the Change Password function on the login screen to the system.

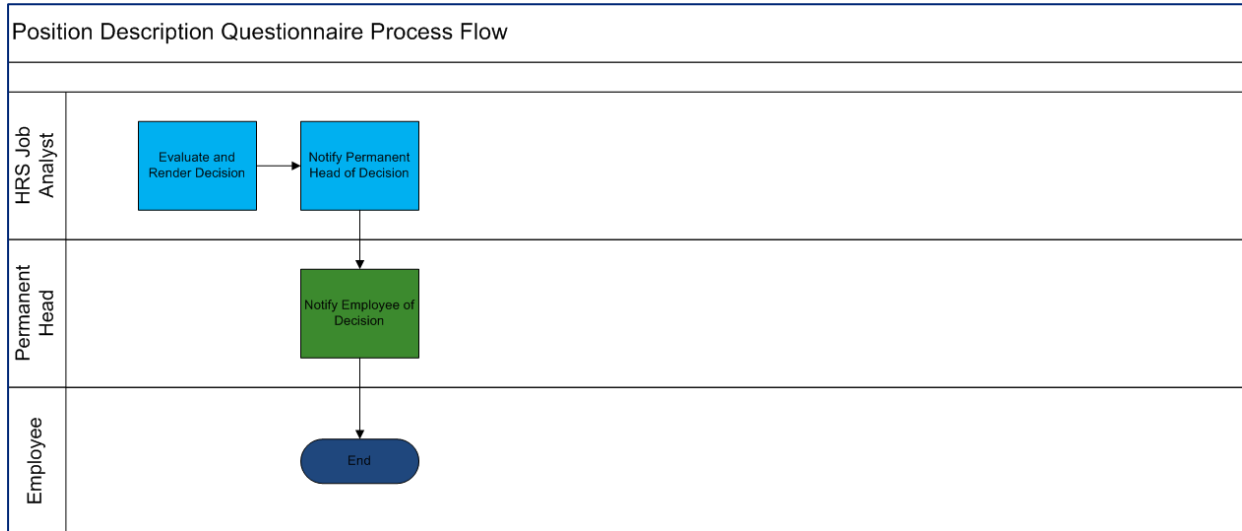
Position Description Questionnaire

Position Description Questionnaire Workflow

The workflow diagram below outlines the process for completing a PDQ.



Note: The diagram above depicts the typical reclassification request process. There are instances where a Supervisor, HR Representative and/or Permanent Head / Designate can enter reclassification requests. These are discussed later in this document.



The table below depicts the review process for requests submitted by Employees, Supervisors/Managers, HR Representatives and Permanent Head/Designates.

	Employee	Supervisor	HR Representative	Permanent Head / Designate
Classified Position:				
Employee submitted PDQ for their position	C	R	R	R
3rd Party PDQ	C (on behalf of another Employee)	R	R	R
Vacant Position	X	C	R	R
	X	R	C	R
	X	X	X	C
New Unclassified Position:				
Filled	C (completing for their own position which is unclassified)	R	R	R

	Employee	Supervisor	HR Representative	Permanent Head / Designate
3rd Party	C(completes on behalf of another Employee)	R	R	R
	X	C (on behalf of Employee)	R	R
	X	R	C (on behalf of Employee)	R
	X	X	X	C (on behalf of Employee)
Vacant Position	X (cannot be done by Employees)	C	R	R
	X (cannot be done by Employees)	R	C	R
	X (cannot be done by Employees)	X	X	C

Legend: C-Completes, R-Reviews, X-No Action

The completion of the PDQ is a two-step process for Employees :

1. The Employee submits a reclassification request to HRS with tombstone information identifying their Supervisor and Permanent Head. HRS reviews the data, assigns the appropriate HR Representative to the request and notifies the Employee by email that the PDQ is available for completion. The Employee will not be able to start filling out the PDQ until this email notification is received.
2. The Employee completes the PDQ.

PDQ General Information and Navigation

Function Menu

On the left-hand side of every PDQ screen contains the menu options available to you as a user. Every user will have the following menu options:

1. Help
2. Home
3. Manage Account
4. Logout

When you log into the PDQ, the home page will display.

Hyperlinks

There are numerous hyperlinks to other government sites on the page. These links will open a new page in your browser. You will not lose your place in the PDQ.

Technical Support Information

At the bottom of every screen, technical support contact information is provided.

The screenshot shows the 'Human Resource Secretariat' interface. At the top, there is a navigation bar with 'Home', 'Contact', and 'Government Home' links. A search bar on the right contains 'Only Human Resource Secretariat' and a search icon. Below the navigation bar is a blue header with the title 'Human Resource Secretariat' and a graphic of stylized human figures. A 'Menu' box on the left contains links for 'Help', 'Home', 'Manage Account', and 'Logout'. The main content area is titled 'Position Description Questionnaire – Home' and includes a link to 'begin a new reclassification request'. Below this are sections for 'My Position Description Questionnaires' and 'Position Description Questionnaires To Review as a Supervisor', each with a table of data. At the bottom, there is a footer with 'Disclaimer/Privacy', 'Careers', 'Home', 'Contact', and 'Government Home' links, a copyright notice, and technical support contact information: 'pdgsupport@gov.nl.ca' or '709-729-6334' or '1-844-254-6334'. Callouts point to the 'Menu' box, the top navigation links, the bottom navigation links, and the technical support information.

Help

The Help Screen provides information to help users complete the PDQ. It opens in a separate window.

PDQ Review Process

(Supervisor) Reviewing and Commenting on a PDQ

If you have been identified as someone's Supervisor and asked to review their Position Description Questionnaire (PDQ) you must create your account prior to your Employee being able to submit their reclassification request. Please see the [Creating Your Account](#) section for information on how to do this.



NOTE: If you have an existing PDQ account, but do not yet have Supervisor access you must first contact HRS to have the proper access added to your account. The System Administrator will require approval from your employer to grant you Supervisor access. Please see the [Contact Information](#) section for details on how to contact HRS.

1. When an Employee submits a reclassification request, they identify their Supervisor and Permanent Head that will be required to review their PDQ. When the employee has completed the PDQ and clicks Submit, the system will generate an email to the Supervisor to let them know that there is a PDQ waiting for their review.
2. Login to the PDQ system using the instructions from the [Logging In](#) section of this instruction manual.
3. You will be presented with the Supervisor's Home Page.

Newfoundland Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Home

To begin a new reclassification request click [here](#)

My Position Description Questionnaires

If you received notification from HRS to proceed with PDQ completion, click **view** for the appropriate position title below.

Position Title	Status		
test	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
test validation of request	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
3rd party request supervisor submission	PDQ under Review by HR Rep	View	Printer Friendly

Position Description Questionnaires To Review as a Supervisor

Employee Name	Position Title	Status	Date Created		
Simone Caines	Testing Web performance	PDQ under Review by Supervisor/Manager	26/Sep/2014	View	Printer Friendly

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

- From the dashboard, click on the “view” link next to the PDQ you want to review. You will be taken to the Supervisor’s comments page (shown below).

Newfoundland Labrador
CANADA

Home Contact Government Home Only Public Service Secretariat Search

Public Service Secretariat

Position Description Questionnaire – Comments

People associated with this Position Description Questionnaire

Employee:
Supervisor/Manager:
Permanent Head/Designate:

Supervisor/Manager Comments

Overall Purpose of Your Position Supervisor Comments

[Show Section](#)

Key and Periodic Activities Supervisor Comments

- The Supervisor is able to enter comments on each section of the PDQ as well as make general comments at the end. To view a particular section (Factor) of the Employee’s PDQ click the “Show Section” button below each comment area and that section will be displayed.

You can hide the section when finished by clicking the same button. You may find it easier to print a complete copy of the PDQ to review before you enter your comments. If so, refer to the section [Printing/Saving a Copy of the PDQ](#).

6. You may save your work at any time by clicking the “Save Comments” button at the bottom of the screen. Once you are ready to submit your comments back to the Employee for their review click the “Submit comments to Employee for review” button.



NOTE: Once you have clicked the “Submit” button, you can no longer modify your comments or view the PDQ. Please make sure that you are satisfied with your comments before you submit them to the Employee for review.

(Employee) Reviewing and Commenting on Supervisor’s Comments

Once the Supervisor has commented on the Employee’s PDQ, the Employee will have the option to enter final comments. The Employee will receive a notification email alerting them that their Supervisor has finalized their comments and that the PDQ is now ready for the Employee’s comments. Once the Employee enters their final comments, the PDQ gets submitted to the HR Representative for the organization.

(HR Representative) Reviewing and Commenting on PDQ

Once the Employee has commented on the Supervisor’s comments, the HR Representative for the employer will receive a notification email alerting them that the Employee has finalized their comments and that the PDQ is now ready for the HR Representative comments.



NOTE: If you have an existing PDQ account, but do not yet have HR Representative access you must first contact HRS to have the proper access added to your account. The System Administrator will require approval from your employer to grant you HR Representative access. Please see the [Contact Information](#) section for details on how to contact HRS.

1. Login to the PDQ system using the instructions from the [Logging In](#) section of this instruction manual.
2. You will be presented with the HR Representative’s Home Page.

Newfoundland Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Home

To begin a new reclassification request click [here](#)

My Position Description Questionnaires

If you received notification from HRS to proceed with PDQ completion, click **view** for the appropriate position title below.

Position Title	Status	View	Printer Friendly
test	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
test	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
HR Rep - submit 3rd party request	PDQ submitted to HRS for review and analysis	View	Printer Friendly

Position Description Questionnaires To Review as an HR Rep

Employee Name	Position Title	Status	Date Created	View	Printer Friendly
Test1 Employee1	Print Test	PDQ under Review by HR Rep	11/Sep/2014	View	Printer Friendly

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

3. Click the “view” link next to the PDQ you want to comment on.
4. You are able to view the Supervisor’s and Employee’s comments on this screen. You can view the original PDQ answers by clicking on the “Show Section” button (shown below). You may find it easier to print a complete copy of the PDQ to review before you enter your comments. If so, refer to the section [Printing/Saving a Copy of the PDQ](#).

Newfoundland Labrador
CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Comments

People associated with this Position Description Questionnaire

Employee: Test1 Employee1 : TestIE@noemail.com
 Supervisor/Manager: Supervisor AES : aessupervisor1@noemail.com
 HR Rep: HR Rep AES : aeshrrep1@noemail.com
 Permanent Head/Designate: Permanent Head AES : aespermanenthead1@noemail.com

Supervisor/Manager Comments

Overall Purpose of Your Position Supervisor Comments

Overall Purpose

Show Section

Regular and Periodic Activities Supervisor Comments

Regular and Periodic Activities

Show Section

5. You will be able to enter general comments in a field at the bottom of the page. The intent is to capture your thoughts about the Supervisor’s and Employee’s comments before the PDQ

is submitted to the Permanent Head and HRS.

6. You can save your work at any time by clicking on the “save comments” button. When you are ready to submit your comments to the Permanent Head click on the “Submit to Permanent Head/Designate” button.



NOTE: Once you have clicked the “submit” button, you can no longer modify your comments or view the PDQ. Please make sure that you are satisfied with your comments before you submit them to HRS for review.

(Permanent Head / Designate) Reviewing and Commenting on PDQ

Once the HR Representative has reviewed the Employee’s PDQ and provided comments, the Permanent Head / Designate will receive a notification email alerting them that the PDQ is now ready for the Permanent Head / Designate’s comments.



NOTE: If you have an existing PDQ account, but do not yet have Permanent Head / Designate access you must first contact HRS to have the proper access added to your account. The System Administrator will require approval from your employer to grant you Permanent Head access. Please see the [Contact Information](#) section for details on how to contact HRS.

1. Login to the PDQ system using the instructions from the [Logging In](#) section of this instruction manual.
2. You will be presented with the Permanent Head’s Home Page.

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Home

To begin a new reclassification request click [here](#)

My Position Description Questionnaires

If you received notification from HRS to proceed with PDQ completion, click **view** for the appropriate position title below.

Position Title	Status	View	Printer Friendly
PH - regular third party request	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
PH new unclassified position	Waiting for Human Resource Secretariat Approval	View	Printer Friendly
PH enter regular 3rd party request	Waiting for Human Resource Secretariat Approval	View	Printer Friendly

Position Description Questionnaires To Review as a Permanent Head/Designate

Employee Name	Position Title	Status	Date Created	View	Printer Friendly
Supervisor AES	test 3rd party supervisor submission	PDQ under Review by Permanent Head/Designate	10/Oct/2014	View	Printer Friendly
Test1 Employee1	Print Test	PDQ under Review by Permanent Head/Designate	11/Sep/2014	View	Printer Friendly

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

3. Click the “view” link next to the PDQ you want to comment on.
4. You are able to view the Employee’s, Supervisor’s, and HR Representative’s comments on this screen. You can view the original PDQ answers by clicking on the “Show Section” button (shown below). You may find it easier to print a complete copy of the PDQ to review before you enter your comments. If so, refer to the section [Printing/Saving a Copy of the PDQ](#).

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Comments

People associated with this Position Description Questionnaire

Employee: Test1 Employee1 : TestE@noemail.com
 Supervisor/Manager: Supervisor AES : aessupervisor1@noemail.com
 HR Rep: HR Rep AES : aeshrrrep1@noemail.com
 Permanent Head/Designate: Permanent Head AES : aespermanenthead1@noemail.com

Supervisor/Manager Comments

Overall Purpose of Your Position Supervisor Comments

Overall Purpose

Show Section

Regular and Periodic Activities Supervisor Comments

Regular and Periodic Activities

Show Section

5. You will be able to enter general comments in a field at the bottom of the page. The intent is to capture your thoughts about the Employee’s, Supervisor’s and HR Representative’s

comments before the PDQ is submitted to HRS.

6. If you have a Treasury Board Submission number related to this position (applies to Government Departments only), enter it in the appropriate field.
7. You can save your work at any time by clicking on the “save comments” button. When you are ready to submit your comments to HRS click on the “Submit to Human Resource Secretariat” button.



NOTE: Once you have clicked the “submit” button, you can no longer modify your comments or view the PDQ. Please make sure that you are satisfied with your comments before you submit them to HRS for review.

Printing/Saving a Copy of the PDQ

1. You may print or save a copy of your PDQ at any time during the PDQ process by clicking the “Printer Friendly” link on the dashboard next to your PDQ.

Human Resource Secretariat

Position Description Questionnaire – Home

To begin a new reclassification request click [here](#)

My Position Description Questionnaires

If you received notification from HRS to proceed with PDQ completion, click **view** for the appropriate position title below.

Position Title	Status		
test	PDQ In Progress	View	Printer Friendly

Position Description Questionnaires To Review as a Supervisor

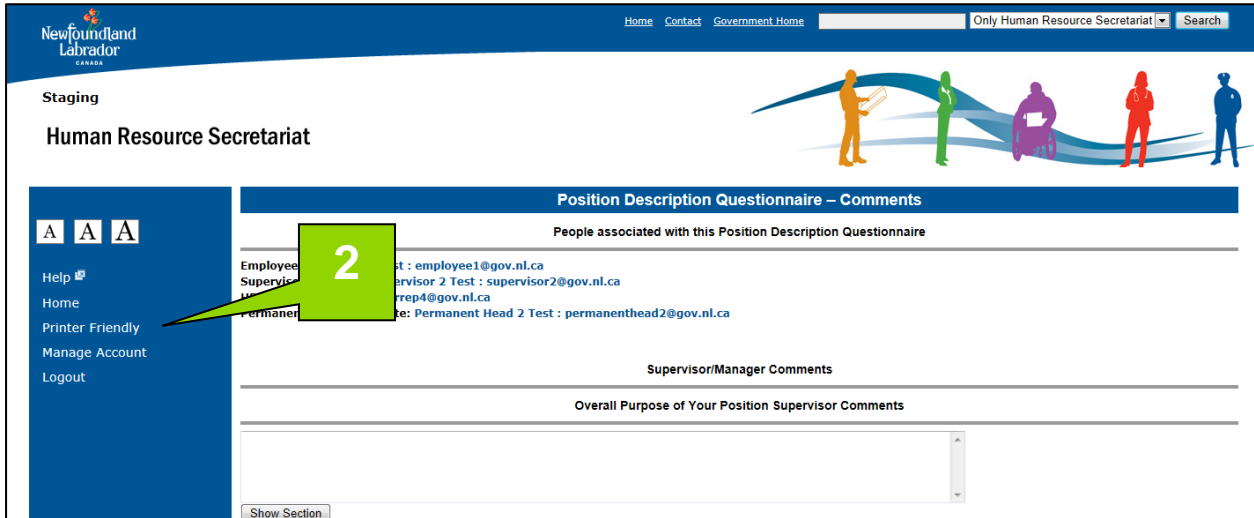
Employee Name	Position Title	Status	Date Created
---------------	----------------	--------	--------------

Disclaimer/Privacy Careers Home Contact Government Home

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.

For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

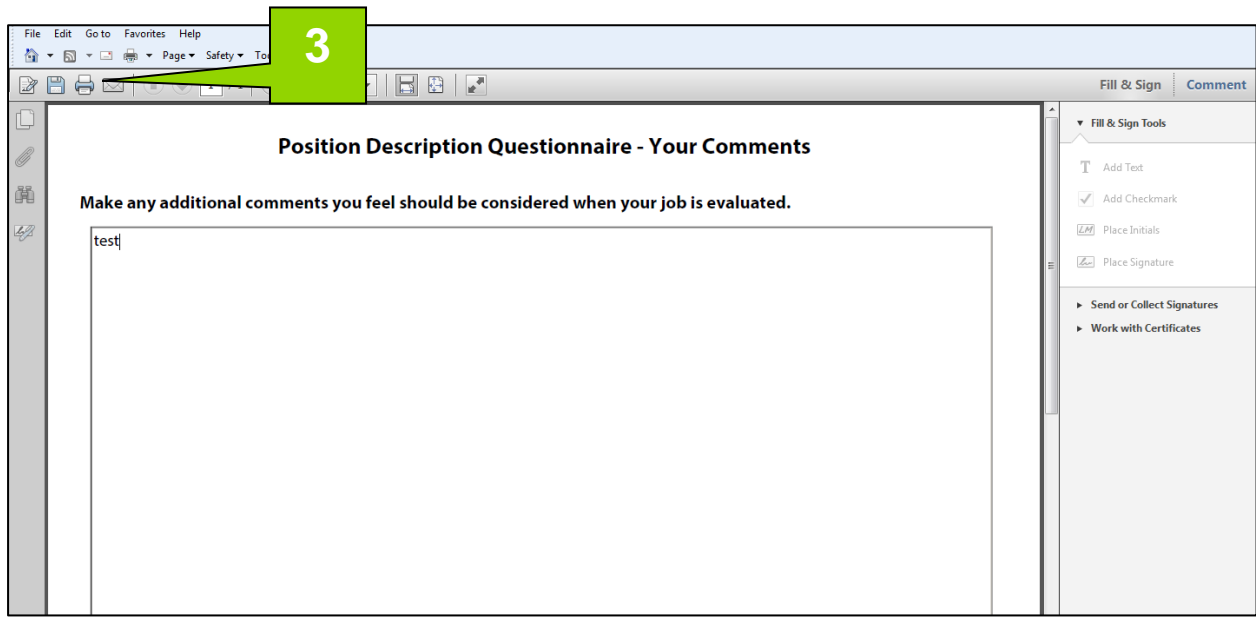
2. You can also print or save a copy of the PDQ while you are working on it or reviewing it by clicking the “Printer Friendly” link on the left menu.



When you click on either of these print buttons you will be presented with the area selection screen which allows you to select a specific section of the PDQ you want to print or allows you to print or save the complete PDQ. (Shown below).



3. Select the section you wish to print or “Complete PDQ” and click the “Go” button. The program will render a “print friendly” view of the information in your browser window. Use the print icon at the top of the screen to print the PDQ section you selected. You may also save the document to your computer by using the Save icon.



HRS PDQ Evaluation and Decision

Once HRS receives the completed PDQ, it will evaluate the PDQ and make a decision on the reclassification request. Once the results are determined, the Permanent Head/Designate will be notified of the outcome. The Permanent Head is responsible for communication of the results to the Employee.

Submitting a Reclassification Request

Completing the HRS Reclassification Request

Supervisors, HR Representatives and Permanent Head/Designates can only enter reclassification requests for the following situations:

1. On behalf of other Employees for existing positions;
2. For classified vacant positions;
3. On behalf of an Employee for a new unclassified filled position; and
4. For new unclassified vacant positions.

A reclassification request is the first point in the process of having a position reclassified. A request must be sent in to HRS with identifying information about the person you are submitting on behalf of, the position, and information about those who will review the PDQ.

1. After logging into the system, the Home page displays. To begin a reclassification request click the link which says “to begin a new reclassification request click [here](#)” (shown below).

The screenshot shows the website interface for the Human Resource Secretariat. At the top, there is a navigation bar with links for Home, Contact, and Government Home, along with a search bar and a dropdown menu for 'Only Human Resource Secretariat'. Below the navigation bar, the page title is 'Development Human Resource Secretariat'. The main content area is titled 'Position Description Questionnaire - Home'. A green callout box with the number '1' points to the text 'To begin a new reclassification request click [here](#)'. Below this, there are sections for 'My Position Description Questionnaires' and 'Position Description Questionnaires To Review as a Supervisor'. The 'My Position Description Questionnaires' section contains a table with columns for 'Position Title' and 'Status'. The 'Position Description Questionnaires To Review as a Supervisor' section contains a table with columns for 'Employee Name', 'Position Title', 'Status', and 'Date Created'. At the bottom of the page, there is a footer with a disclaimer and contact information.

2. After clicking the link, a notification window will be displayed with important information regarding

the use of personally identifiable information in the PDQ. Please read this message. Clicking Continue acknowledges your acceptance of those terms.

3. Fill out the reclassification request form (shown below). You must indicate whether the position is classified or new/previously unclassified by selecting the appropriate button.
4. If you are entering a reclassification request on behalf of an Employee (third party position), be sure to indicate so on the request. The system will prompt you to enter the first and last name of the Employee that you are entering the request on behalf. If you are preparing a PDQ on behalf of a group, include all the names in the Reason for Reclass section.
5. If the classified or new / previously unclassified position is **vacant**, be sure to select the Vacant Position button on the screen.
6. If the new / previously unclassified position is currently **filled**, be sure to indicate that that you are entering this request on behalf of an Employee (see step 4).
7. The system will automatically populate the Employee information with your name and email address. Depending on your role, it will also populate the Supervisor, and Permanent Head / Designate name and email address.
8. Once you have filled out all the required fields and are satisfied with your entries you may click the Submit button. Once you click Submit, you cannot modify your entries.

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Human Resource Secretariat

Position Description Questionnaire – Position Identification

A A A

Help

Home

Manage Account

Logout

This reclassification request is for a position that is:

classified

new / previously unclassified 3

Employee

Last Name: Test
 First Name: Supervisor 10
 E-mail Address: supervisor10@gov.nl.ca

Position Information (of position to be reviewed)

Classification Title and Pay Level:

Employer:

Branch/Division/Unit/Etc.:

Work Address (of position to be reviewed)

Mailing Address 1:

Mailing Address 2:

City/Town:

Province: Newfoundland and Labrador

Postal Code:

Telephone: (999-9999)

Extension:

This reclassification request is for:

your position 4

a third party position

a vacant position

Supervisor/Manager

Name:

Email: supervisor10@gov.nl.ca

Position Title:

Telephone: (999-9999)

Extension:

Permanent Head/Designate

Name:

Email:

Position Title:

Telephone: (999-9999)

Extension:

Reclass Reason

Reason For Reclass:

If your supervisor or permanent head is not listed in the drop down boxes above, please notify your supervisor or your Human Resources Department to have this issue resolved.

Please confirm that the information you have entered is accurate before clicking submit. Once you click submit, this information cannot be modified. Incorrect information will prevent you from successfully completing the PDQ process.

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.

For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

- When you click Submit, the form will be sent to HRS for review and validation. You will be notified via email from HRSJES@gov.nl.ca when your reclassification request has been validated.

If you are a Permanent Head entering this request, the system will not require the identification of a Supervisor.

Completing a PDQ

Once your reclassification request is completed and validated by HRS you will receive an email

confirmation with a link back to the PDQ system. Click on the link which will bring you back to the login page and enter your username and password. When you login, you will be brought to your PDQ dashboard and will see that your reclassification request has turned into a PDQ (shown below).

Requests that you submit as a Supervisor will show in the My Position Description Questionnaires dashboard. The PDQ's that you are to review as a Supervisor, HR Representative or Permanent Head / Designate will display in the Position Description Questionnaires to Review dashboard.

You have 90 days from when you start a PDQ to complete it and submit it to the appropriate reviewer (i.e. if you are a Supervisor entering the PDQ, it will be forwarded to the HR Representative for review and then to the Permanent Head) before it expires. If your PDQ expires, you will get a message the next time you try to access the PDQ. If you wish to reactivate an expired PDQ, you must contact the PDQ System Administrator to have your PDQ reactivated. See contact information in 'Technical Support' section of document.

The screenshot shows the 'Human Resource Secretariat' website interface. At the top, there is a navigation bar with 'Home', 'Contact', and 'Government Home' links, along with a search box and a dropdown menu set to 'Only Human Resource Secretariat'. Below the navigation bar is a banner with the title 'Human Resource Secretariat' and a graphic of stylized human figures. The main content area is titled 'Position Description Questionnaire - Home'. It includes a sub-header 'My Position Description Questionnaires' and a table with the following data:

Position Title	Status	
test	PDQ In Progress	View

A green callout box with the number '1' points to the 'View' link. Below this table is a section titled 'Position Description Questionnaires To Review as a Supervisor' with a table header:

Employee Name	Position Title	Status	Date Created
---------------	----------------	--------	--------------

The footer contains a disclaimer: 'This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.' and contact information: 'For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334'.



HINT: The PDQ can be completed in multiple sessions. Employees can save the current completed page and return to the PDQ at a later time.

1. In the 'My Position Description Questionnaires' dashboard, click the "view" link to the right of your PDQ title and status.
2. You will automatically be brought to the first page of the PDQ. Following the on-screen instructions, complete each page of the PDQ and click the Save button at the bottom of each

page; your work will be saved and you will be advanced to the next page in the questionnaire.



NOTE: You must fill out each required field on the page or the system will not allow you to save your work and advance. You must save the entire page; partially filled out pages cannot be saved.

Note: If you get a message “Cannot save form information. Please Note: you cannot save a completed copy of this form on your computer”, click the button “Don’t show again” and click Close. **You can disregard this message.**

3. As each section is completed, the font in the blue bar menu on the left hand side will change to yellow (shown below).

The screenshot shows a web browser window displaying the "Position Description Questionnaire - Factor 1: Knowledge". The left sidebar menu is highlighted in yellow, with the following items: Overall Purpose of Your Position, Regular and Periodic Activities, Factor 1: Knowledge, Factor 2: Interpersonal Skills, Factor 3: Physical Effort, Factor 4: Concentration, Factor 5: Complexity, Factor 6: Accountability and Decision Making, Factor 7: Impact, Factor 8: Development and Leadership of Others, Factor 9: Environmental Working Conditions, and Your Comments. The main content area contains the following text:

Position Description Questionnaire – Factor 1: Knowledge

Note: This section focuses on the knowledge and skills required to do the job rather than the position holder's academic credentials or experience.

For assistance in completing this section, consult with your Supervisor/Manager or Human Resources Unit.

This section collects information about the minimum level of job knowledge (skills, expertise, know-how and ability) required to perform the work. It looks at aspects of work that require training and practice, and varying levels of skills, taking into account breadth and depth of knowledge.

1. Indicate which statement best applies to the knowledge required for your position. (Select only one statement below.)

- Need knowledge of clear, straightforward one or two step procedures that are well defined, explained and easily executed.
- Need knowledge of methods, techniques or procedures that are clear, well documented and that generally involve a number of different steps to achieve a given outcome.
- Need knowledge of a specialized or technical field (requiring preparation in terms of formal or informal training and/or experience). Others are generally available to provide me with advice and guidance on difficult or unusual problems.
- Need knowledge of a specialized or technical field to provide advice. I work in a field which is evolving and which requires me to keep abreast of trends and developments by reading publications, attending seminars or courses and exchanging ideas with others.
- Need knowledge of a number of specialized or technical fields which are evolving and which require me to keep current of trends and developments.

For the statement selected above, explain or provide examples.

Below the question is a text input field for providing examples.

4. Once you have filled out all pages of the questionnaire, you will be presented with a page which asks you to check your responses and submit your PDQ to the next level for review and comments (shown below). If you are a Supervisor/Manager, it will go to the HR Rep. If you are the HR Rep, it will go to the Permanent Head. If you are the Permanent Head, it will go directly to HRS. Once you are satisfied with your PDQ responses you may click Submit. If you want to print or save a copy before you hit Submit, go to the section [Printing/Saving a Copy of the PDQ](#).




NOTE: Once you click Submit, you are unable to make changes to your answers – please make sure you are satisfied with your entries before you click the Submit button.

Newfoundland Labrador CANADA

Home Contact Government Home Only Human Resource Secretariat Search

Staging

Human Resource Secretariat



Position Description Questionnaire – Submit PDQ

Thank you for completing your Position Description Questionnaire (PDQ). Clicking submit will forward your PDQ to the Supervisor/Manager which you had identified on your reclassification request form.

Once you submit your PDQ you will no longer have the ability to edit it. The Supervisor/Manager will add their comments and forward the PDQ back to you so you can respond. Once you sign the PDQ to acknowledge seeing the Supervisor/Manager comments, the PDQ will automatically forward to the HR Department for comments and signature. The PDQ will then go to the Permanent Head/Designate which you identified on the reclassification request form. Once reviewed, the Permanent Head/Designate will forward your PDQ to Human Resource Secretariat for review.

If you would like to review/edit your PDQ before submission, click on the home button on the left-hand menu, then click view next to your PDQ.

If you have any questions during this time, please contact your Supervisor/Manager.

Email Address: supervisor2@gov.nl.ca

[Disclaimer/Privacy](#) [Careers](#) [Home](#) [Contact](#) [Government Home](#)

This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.
For technical support, please contact pdqsupport@gov.nl.ca or call 709-729-6334 or toll free 1-844-254-6334

Appeals Process

Appealing the PDQ Decision

If an employee is not satisfied with the final PDQ decision, they have the option to appeal it. An appeal can be made regardless of the rating assigned to their PDQ.

To initiate the appeal process, the employee must contact the Classification Appeal Board, Public Service Commission.

Technical Support

Contact Information

HRS provides PDQ System Support via the pdqsupport@gov.nl.ca during government business hours: 8:00 a.m. – 4:00 p.m. daily. Telephone support is also provided by calling 709-729-3383 or toll free 1-888-729-7690.