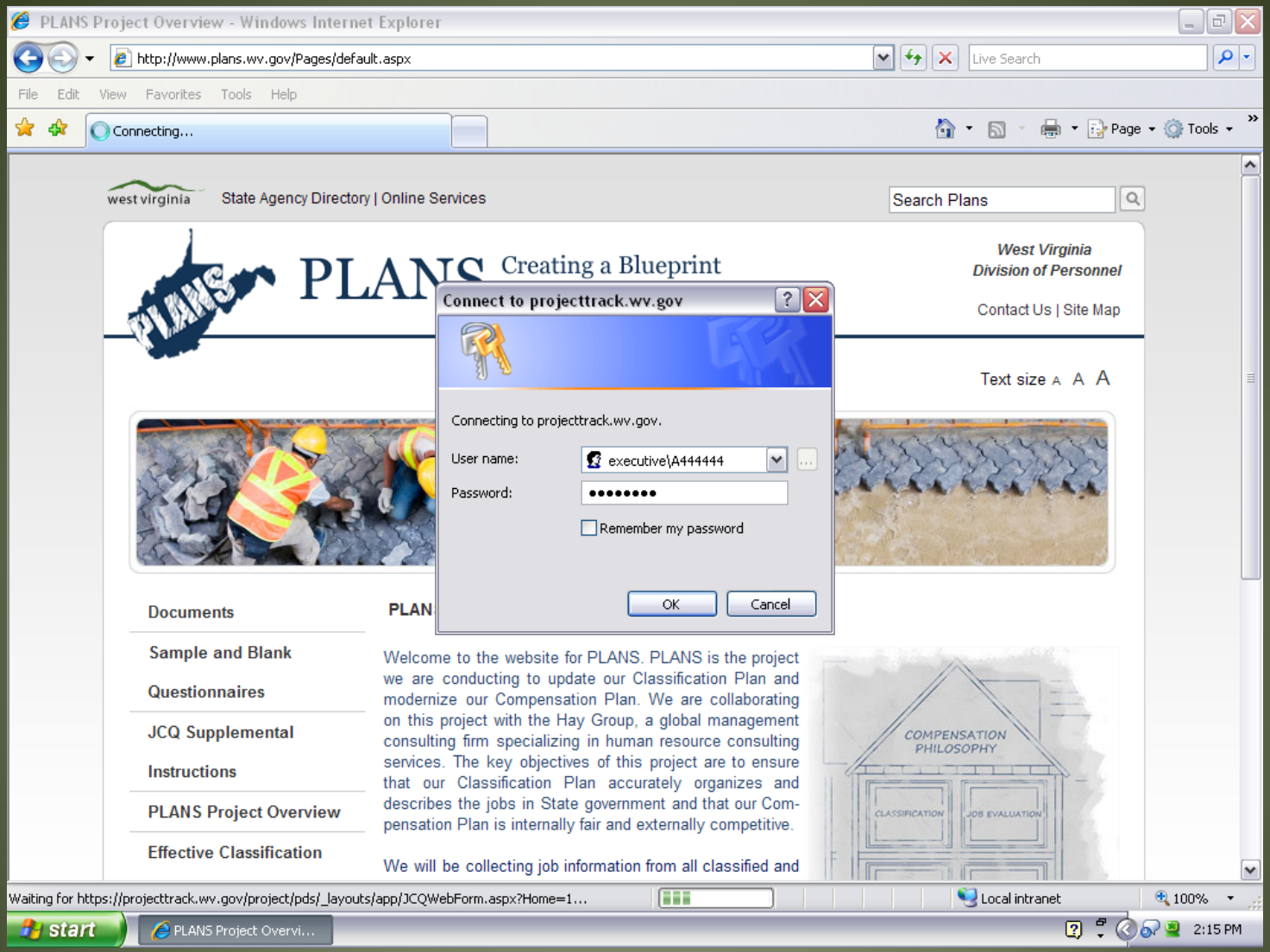
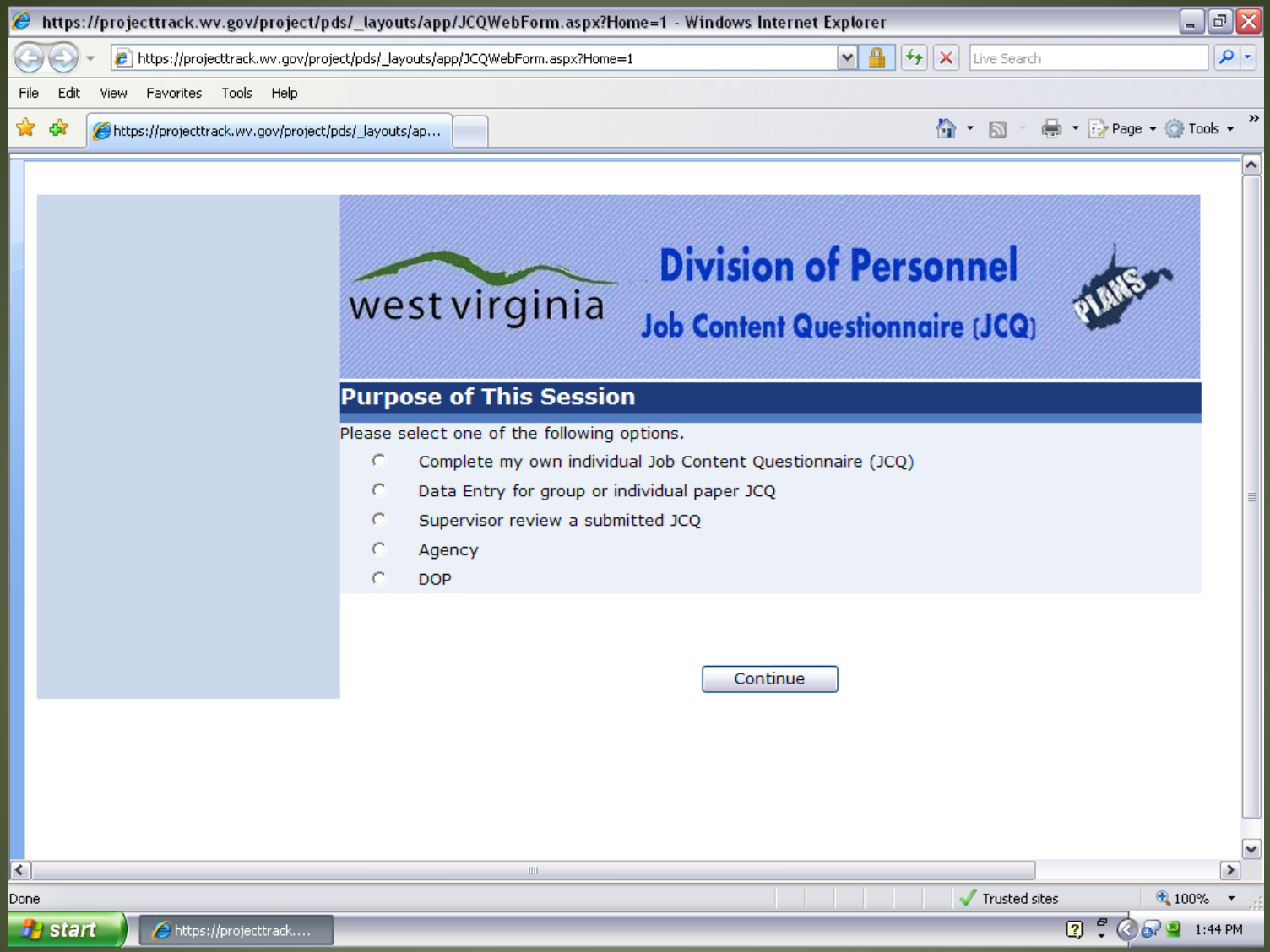
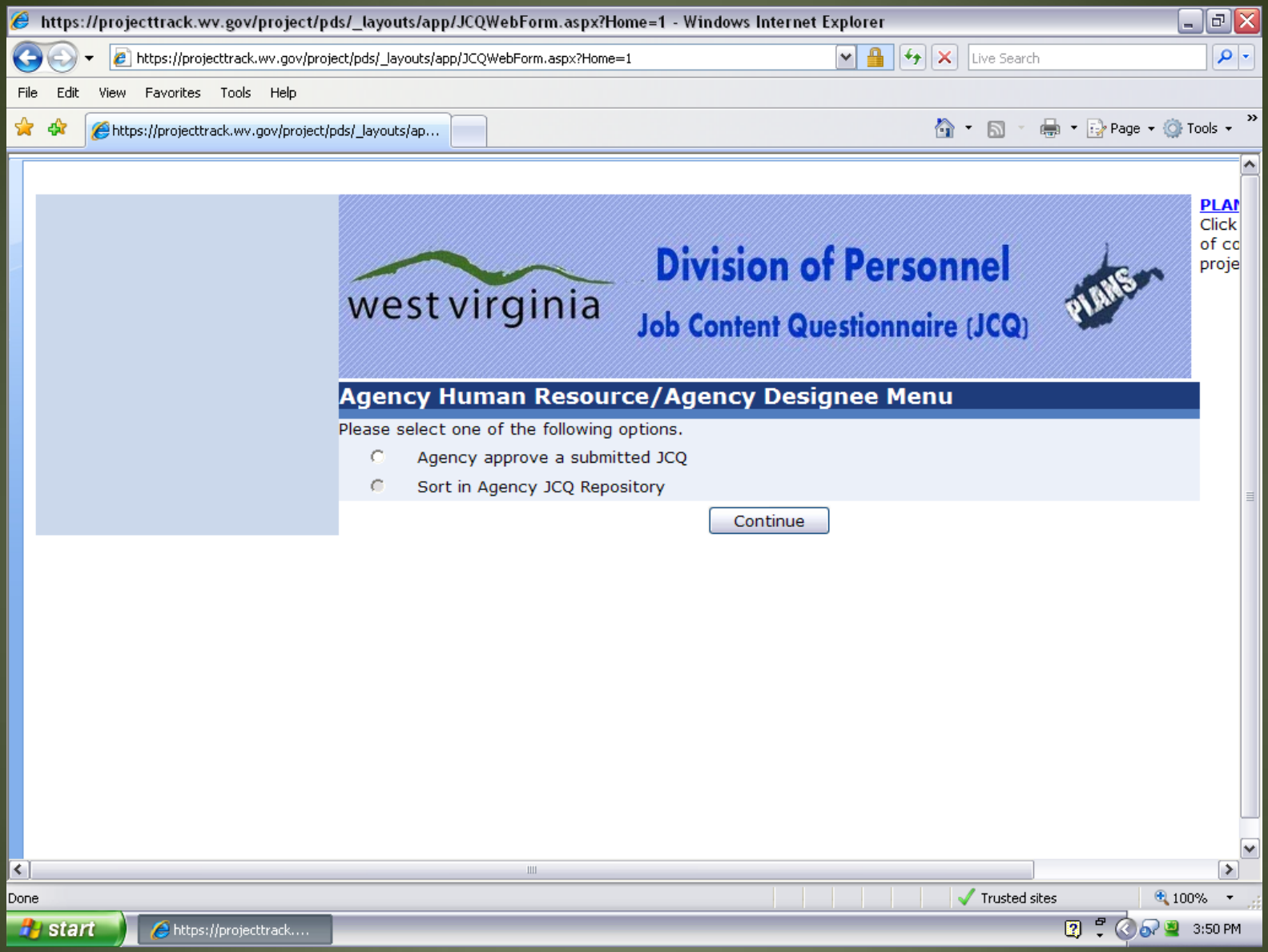
How to Log Into the Job Content Questionnaire (JCQ): Agency HR Role



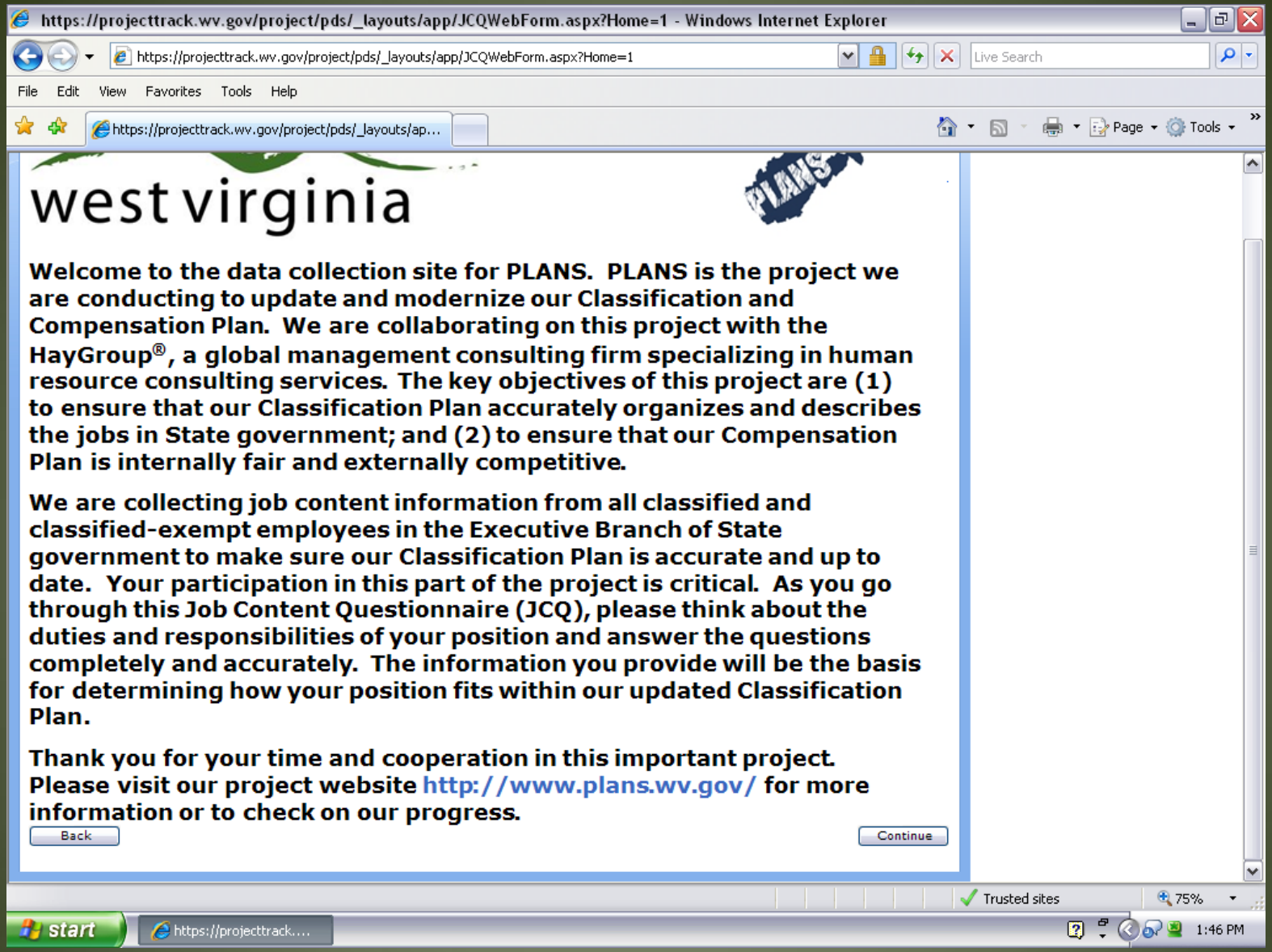
In the Agency HR role, there are two ways to access the JCQ. No matter which you choose, when you try to access the JCQ system, you will be prompted to log in. Enter “executive\your ID” in the User Name line, then enter your every-day password in the Password line.



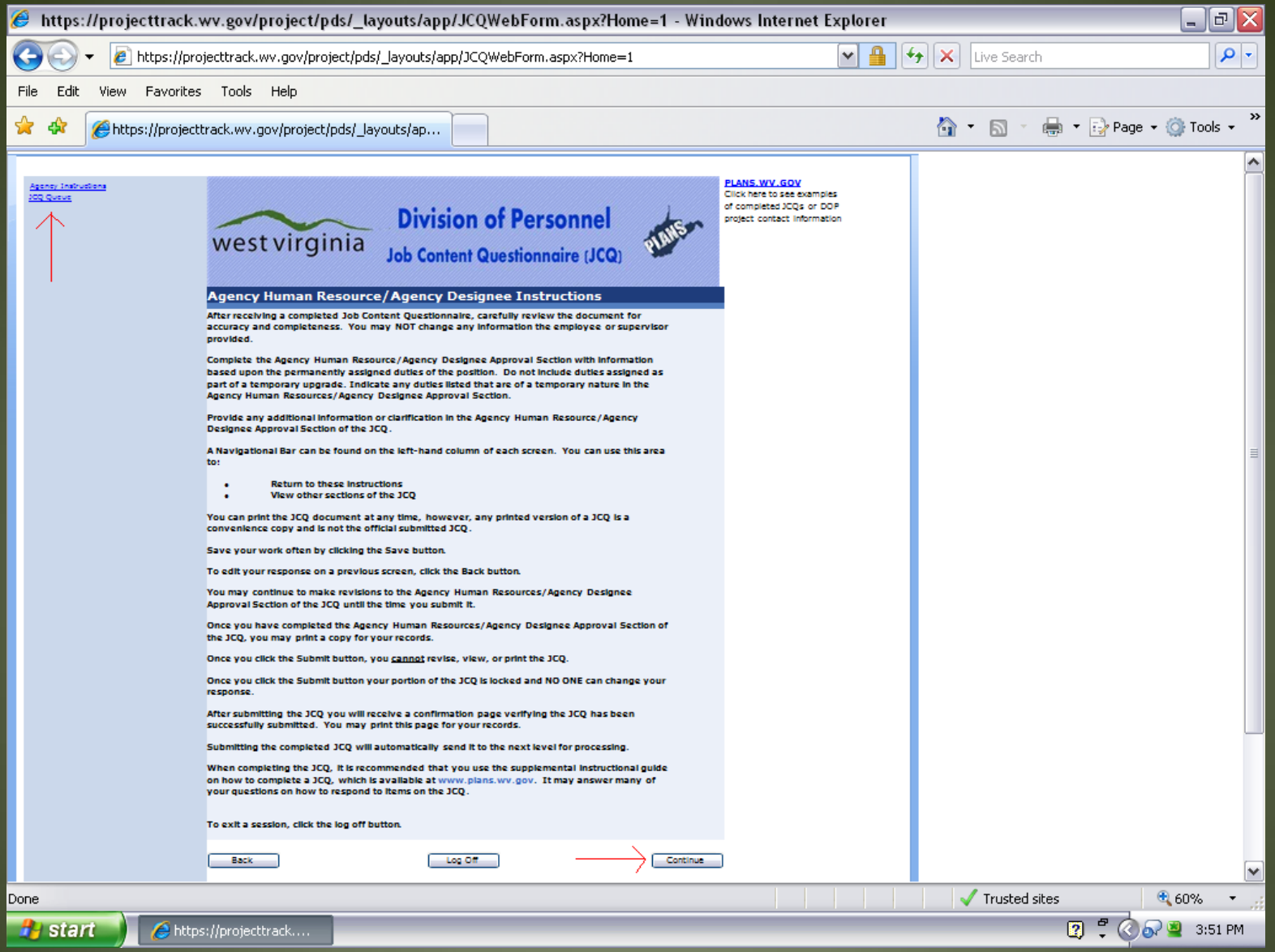
One way to access the JCQ as an Agency HR Designee is to click the link that was provided to you in an email by DOP. After you log in, the first page you will see is titled Purpose of this Session. Choose the fourth radio button, "Agency". Then click Continue.



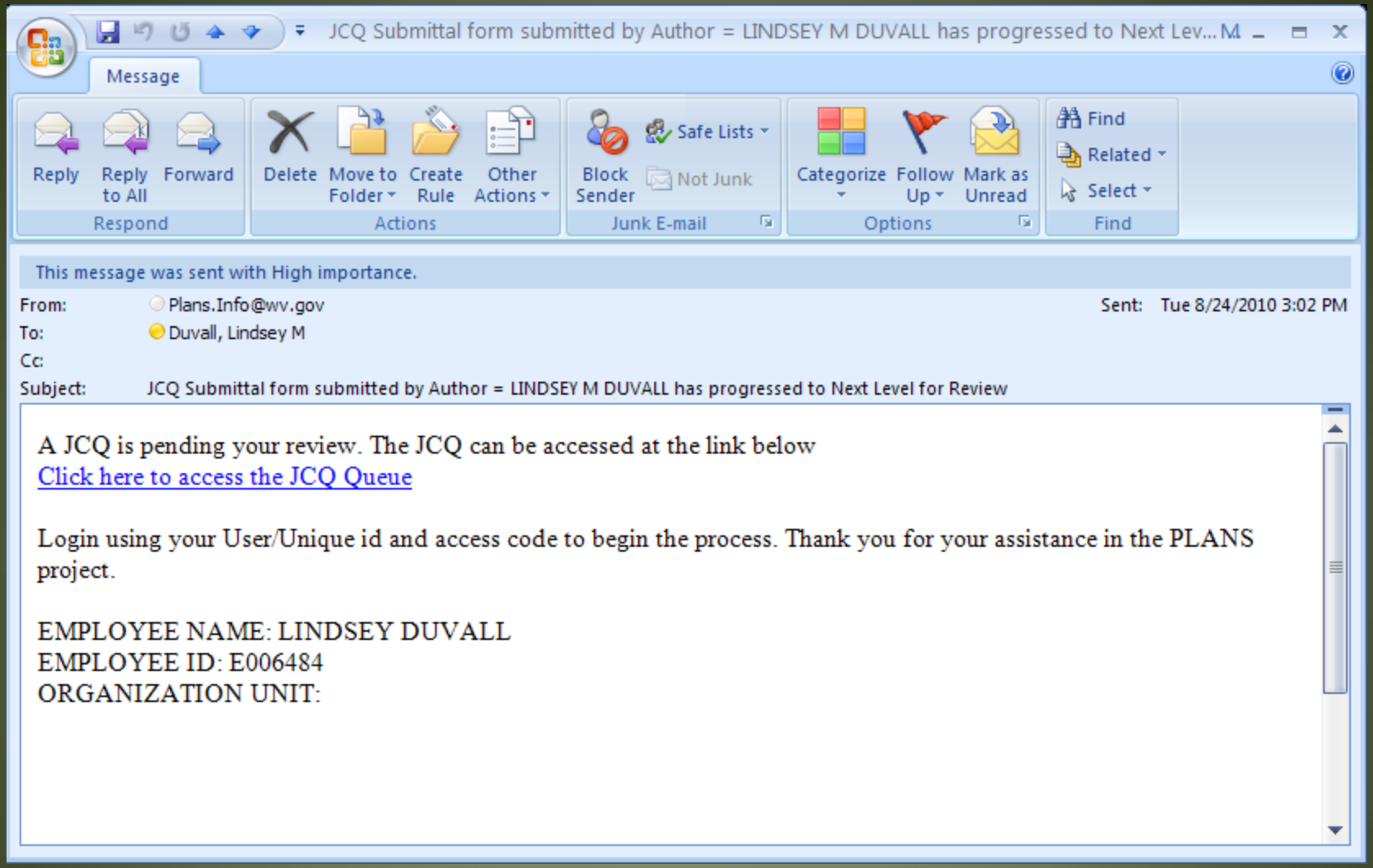
You will then arrive at a submenu. Choose the first radio button, “Agency approve a submitted JCQ”. Then click Continue.



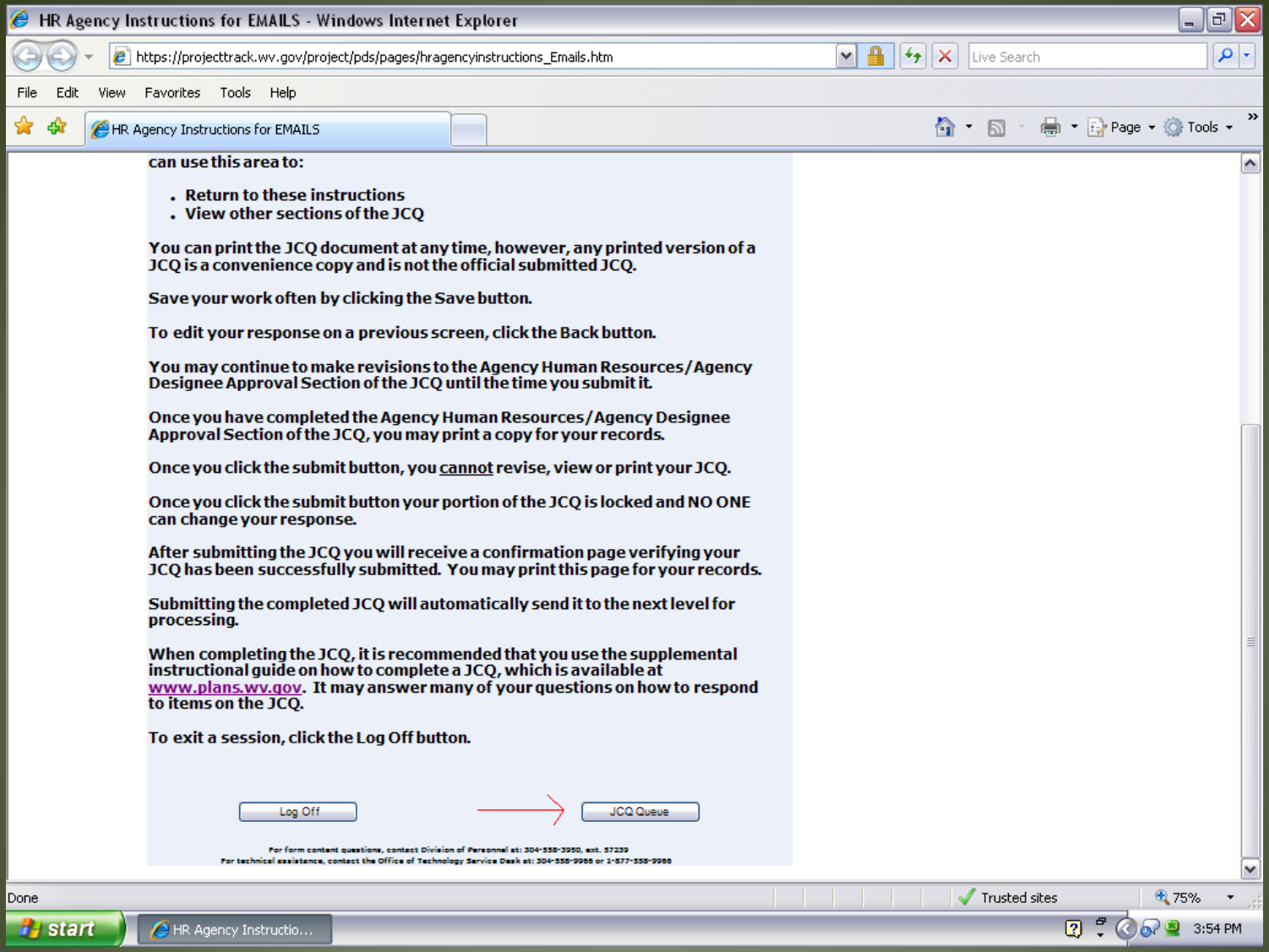
Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.



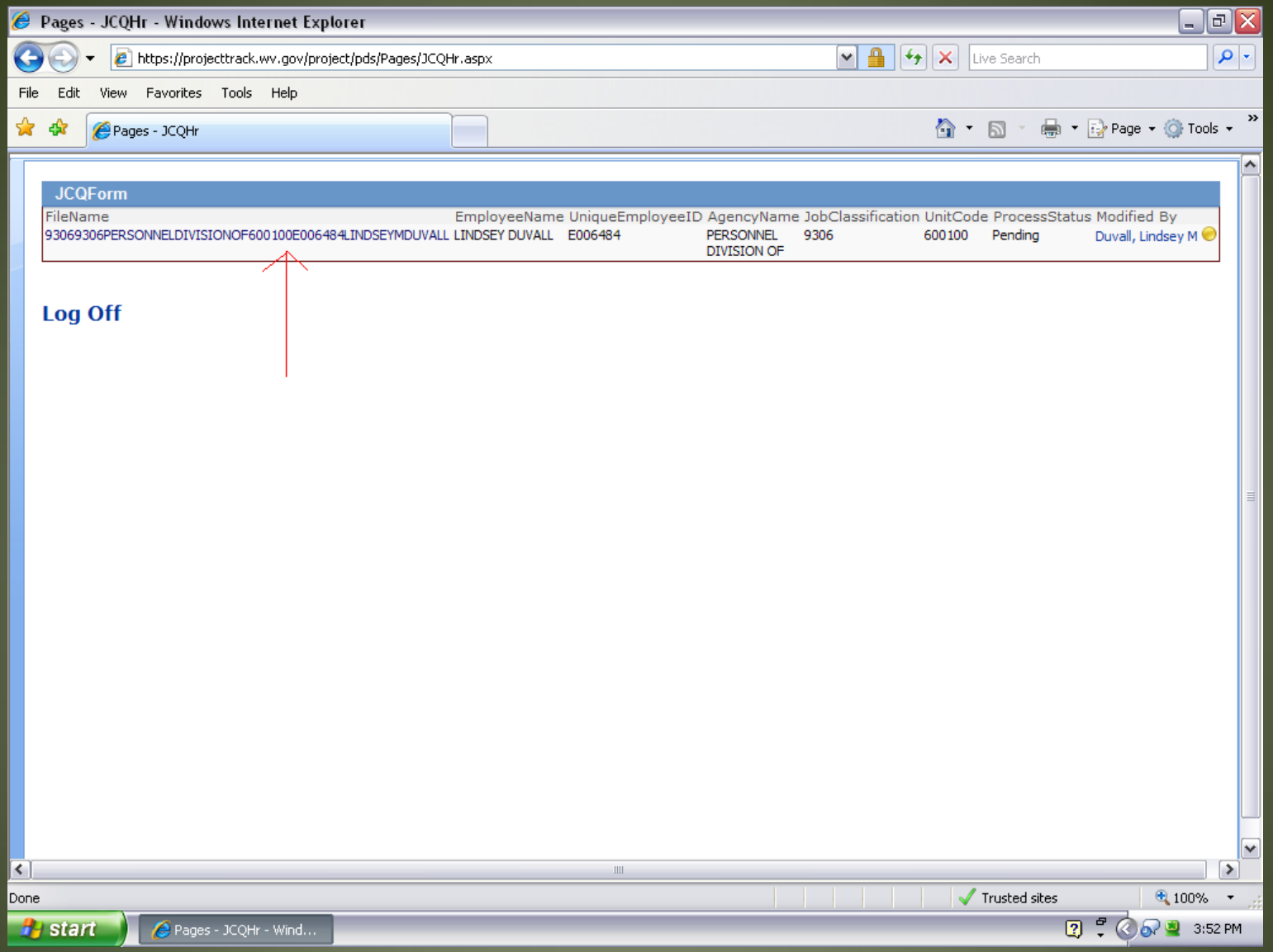
Next you will see the Agency HR Instructions page. Carefully read the instructions. When you are ready to start reviewing JCQs, click the Continue button at the bottom of the page, or click the JCQ Queue link on the side of the page. Clicking either of these will take you to your Agency Queue.



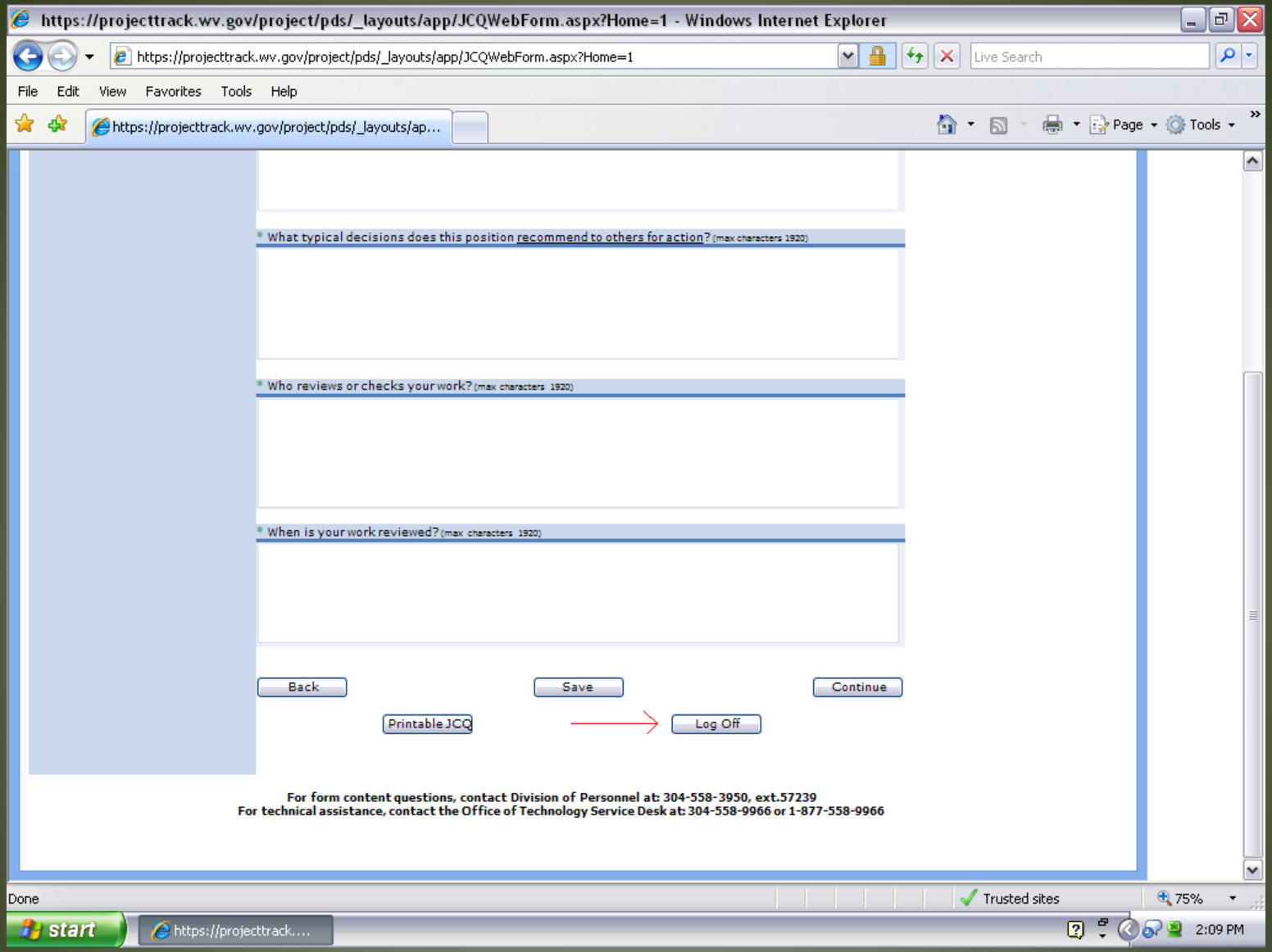
The other way to access the JCQ system is to use the email notification primary Agency HR Designees receive when JCQs are ready for their review. Click the link in the email to access the JCQ system. Please note: backup Agency HR Designees will not receive an email notification, so if you are a backup Agency HR Designee, you must log in as previously shown.



After entering your login information, you will be presented with the Agency HR Designee Instructions page. Carefully read the instructions. When you are ready to begin reviewing JCQs, click the JCQ Queue button at the bottom of the page. If you do not see the button at first, scroll down until it becomes visible.



Either way you log in, you will arrive at the Agency Queue. This is where all the JCQs that are ready for your review will be listed. Click on the file name as shown to open a JCQ. JCQs will remain in your queue until submitted, so if you start reviewing a JCQ but do not submit it, it will still be listed here.



Each page of the JCQ has a Log Off button at the bottom. If you need to stop working on a JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish the JCQ.

For questions on how to complete the form, please contact the Division of Personnel at (304) 558-3950 extension 57239 or send an email to DOP.PLANS@wv.gov.

For technical questions, please call the Office of Technology Help Desk at (304) 558-9966 or 1-877-558-9966.