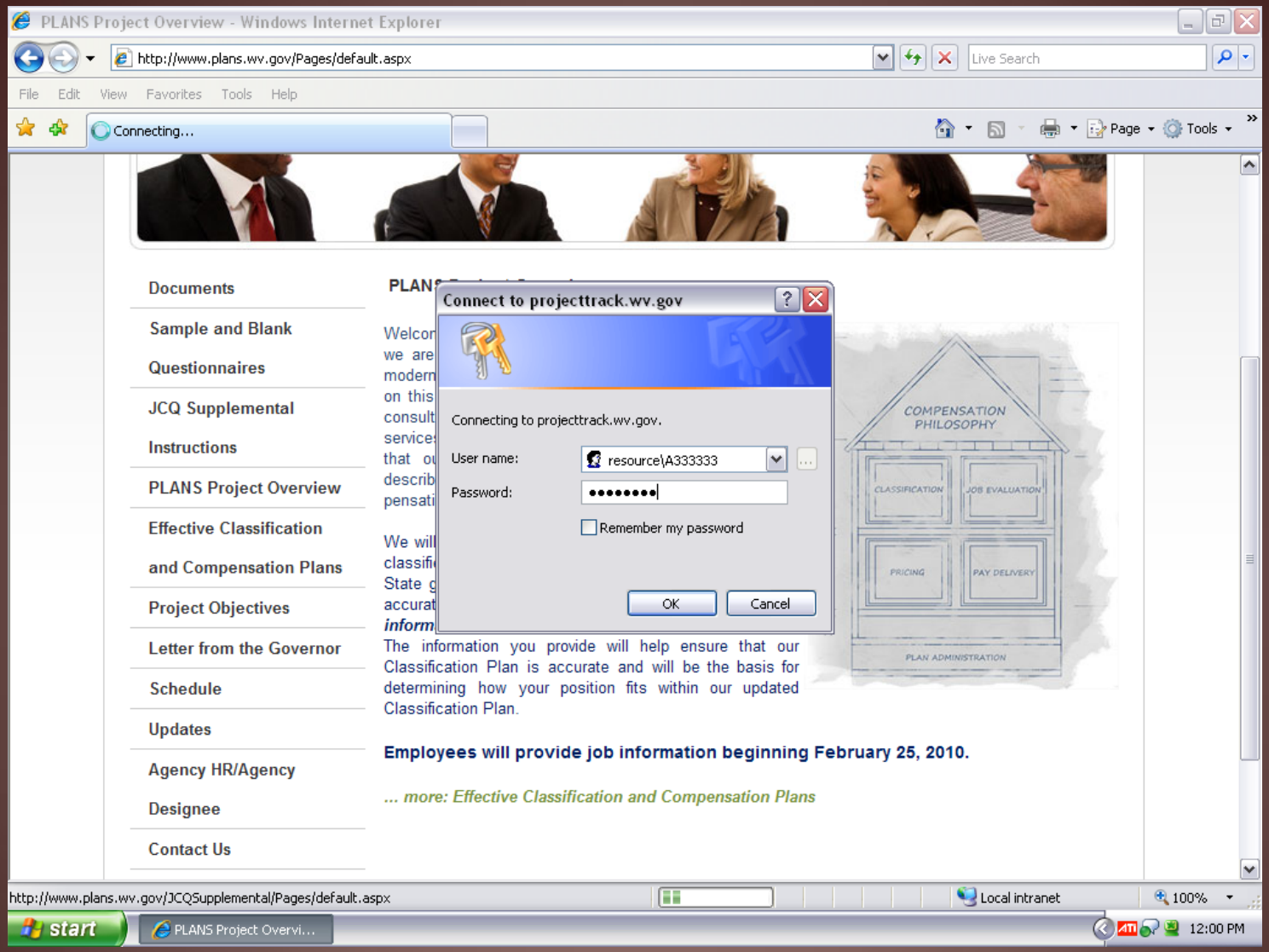
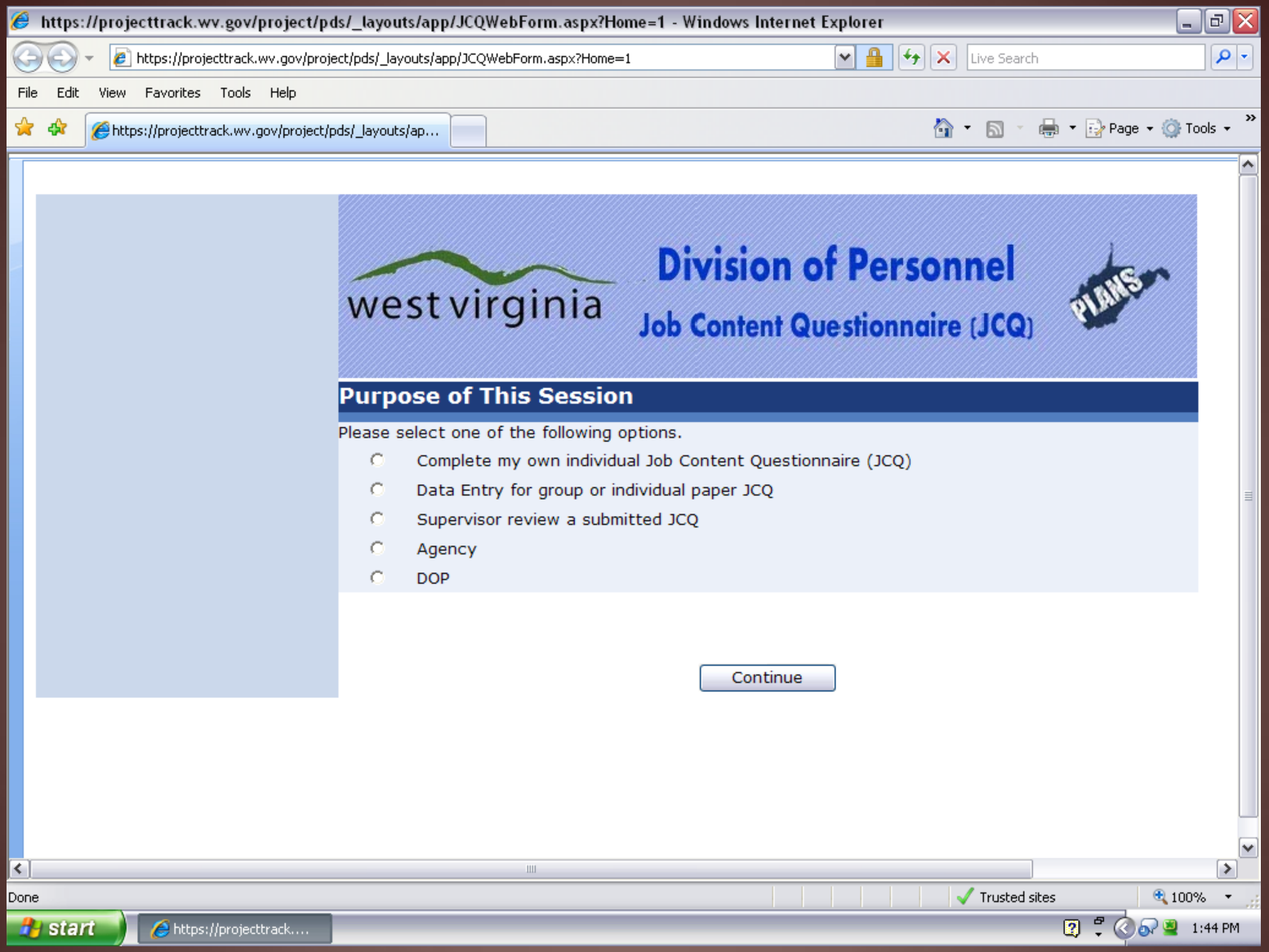
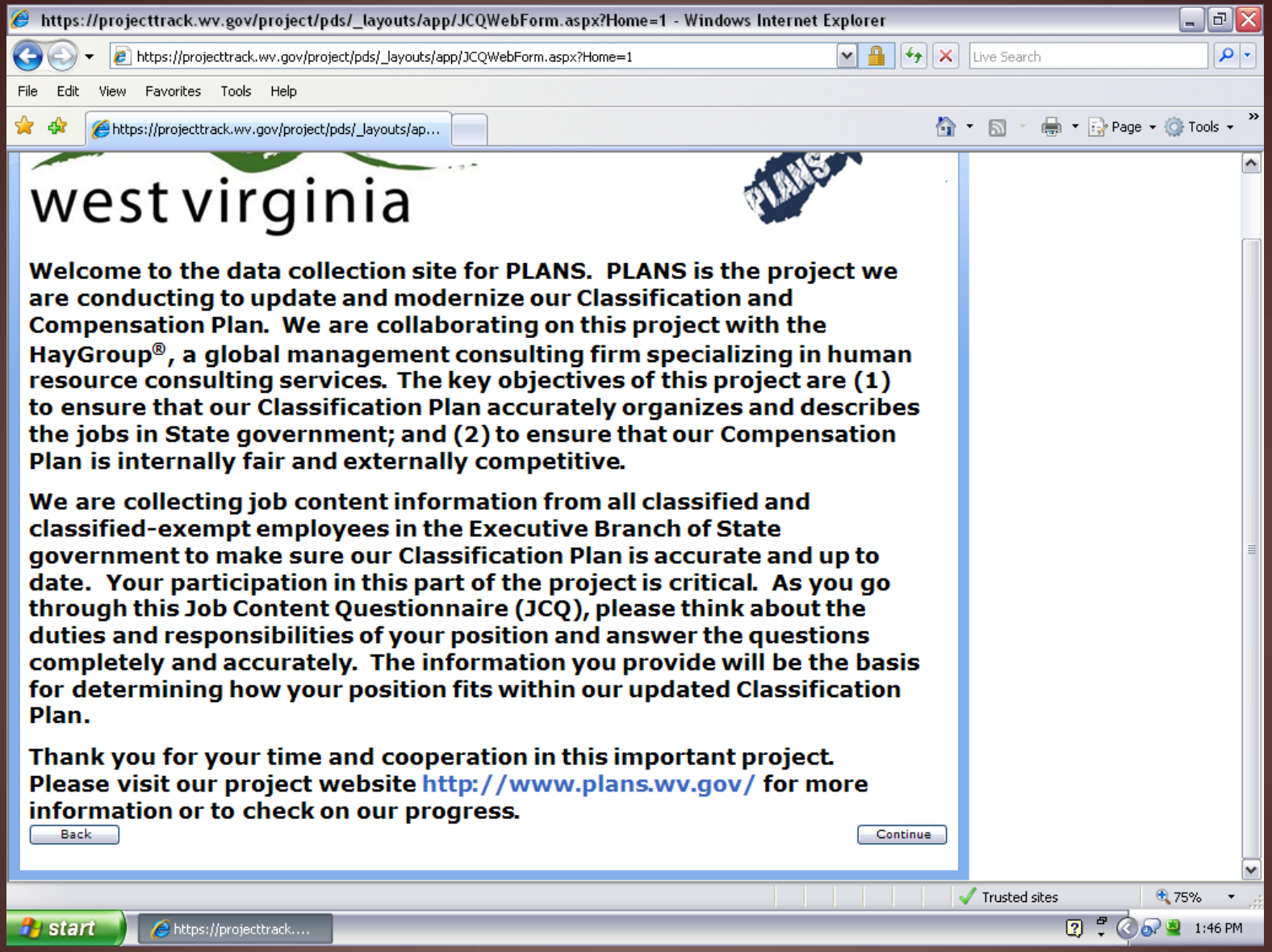
How to Log Into the Job Content Questionnaire (JCQ): Data Entry Role



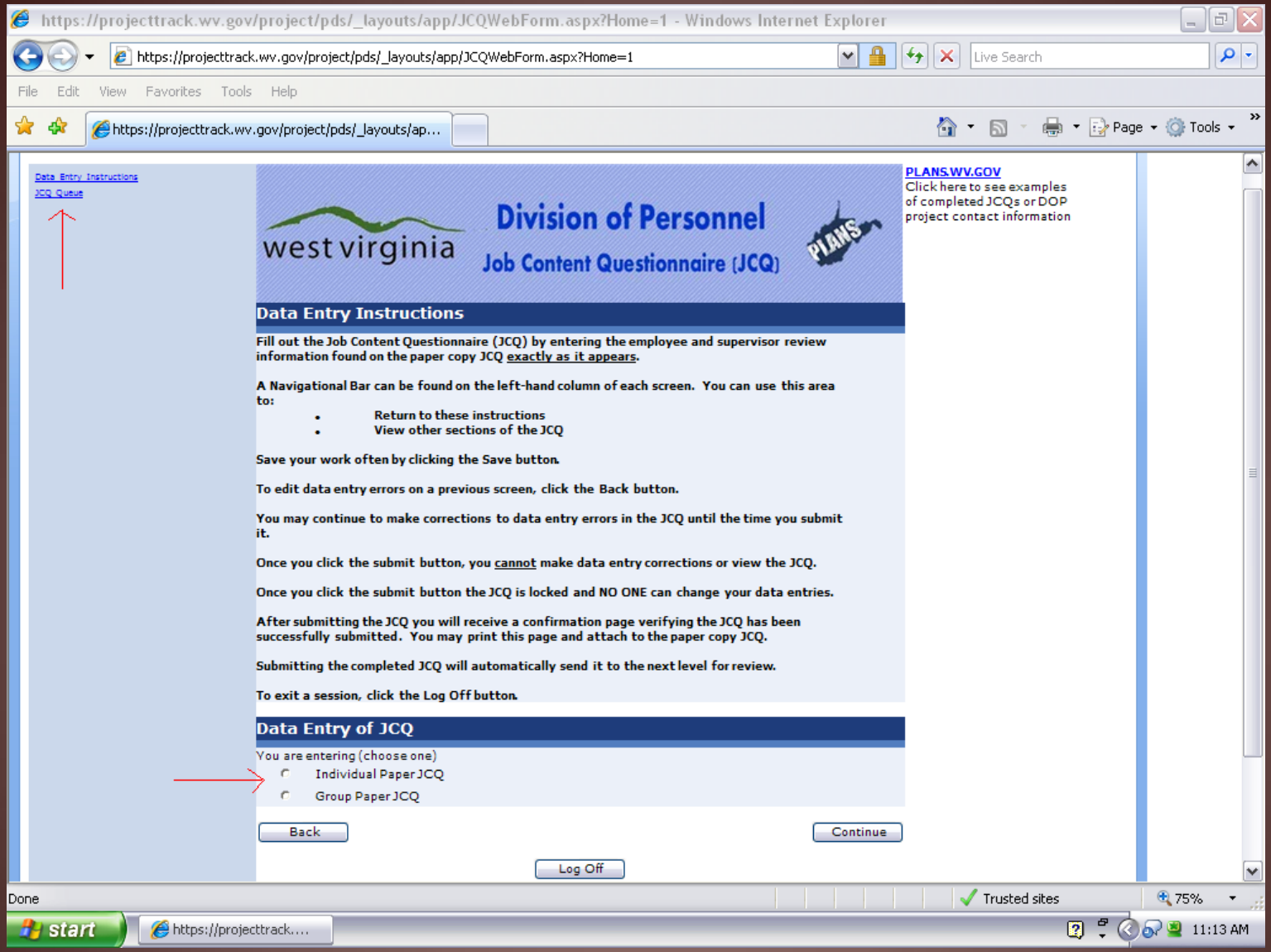
When you click the link to access the JCQ, you will be prompted to log in. Enter “resource\your ID” in the User Name line, then enter your access code in the Password line. The ID and access code will be provided to you by your Agency HR Representative.



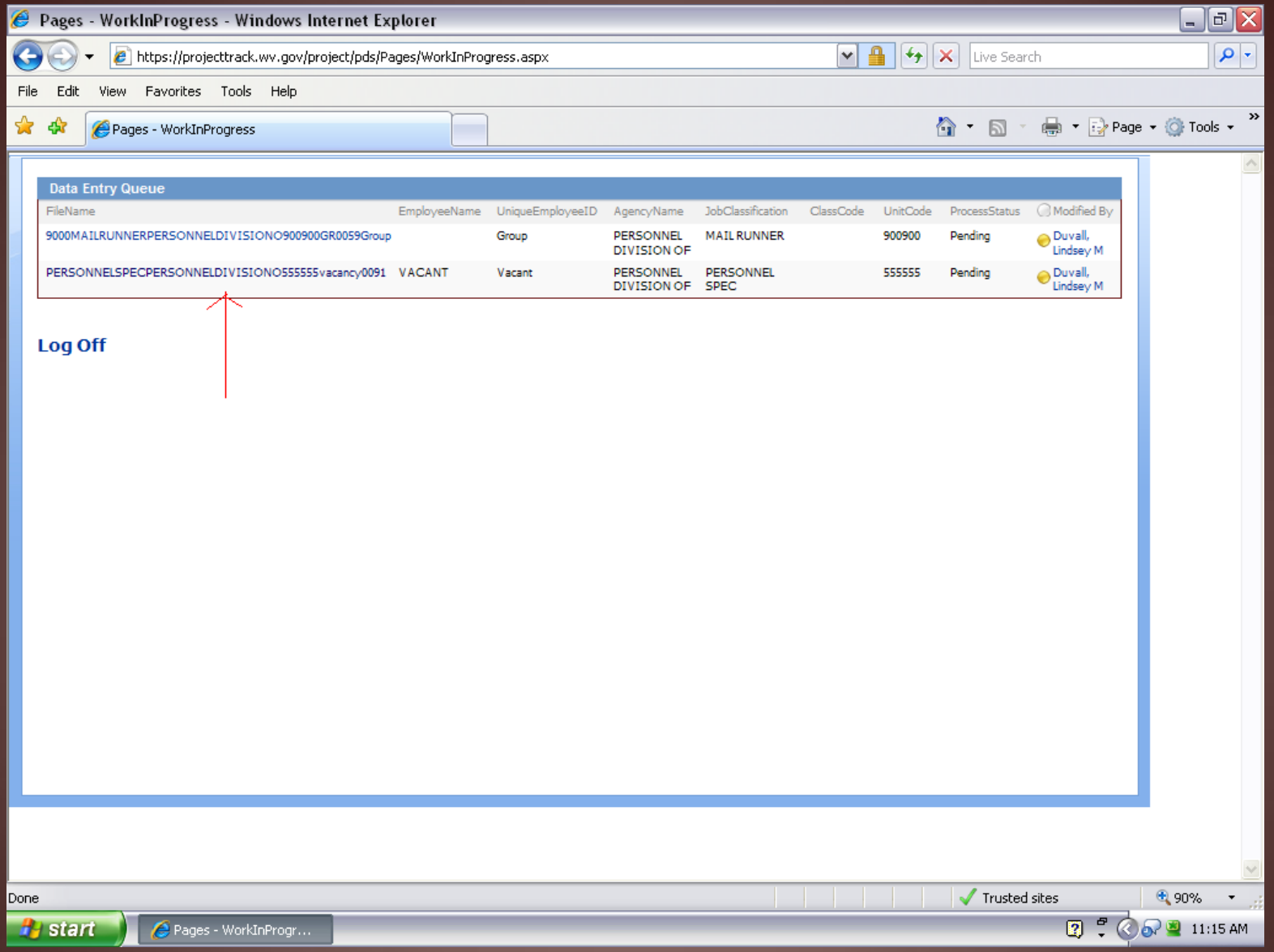
After you log in, the first page you will see is titled Purpose of this Session. Choose the second radio button, "Data Entry for group or individual paper JCQ". Then click Continue.



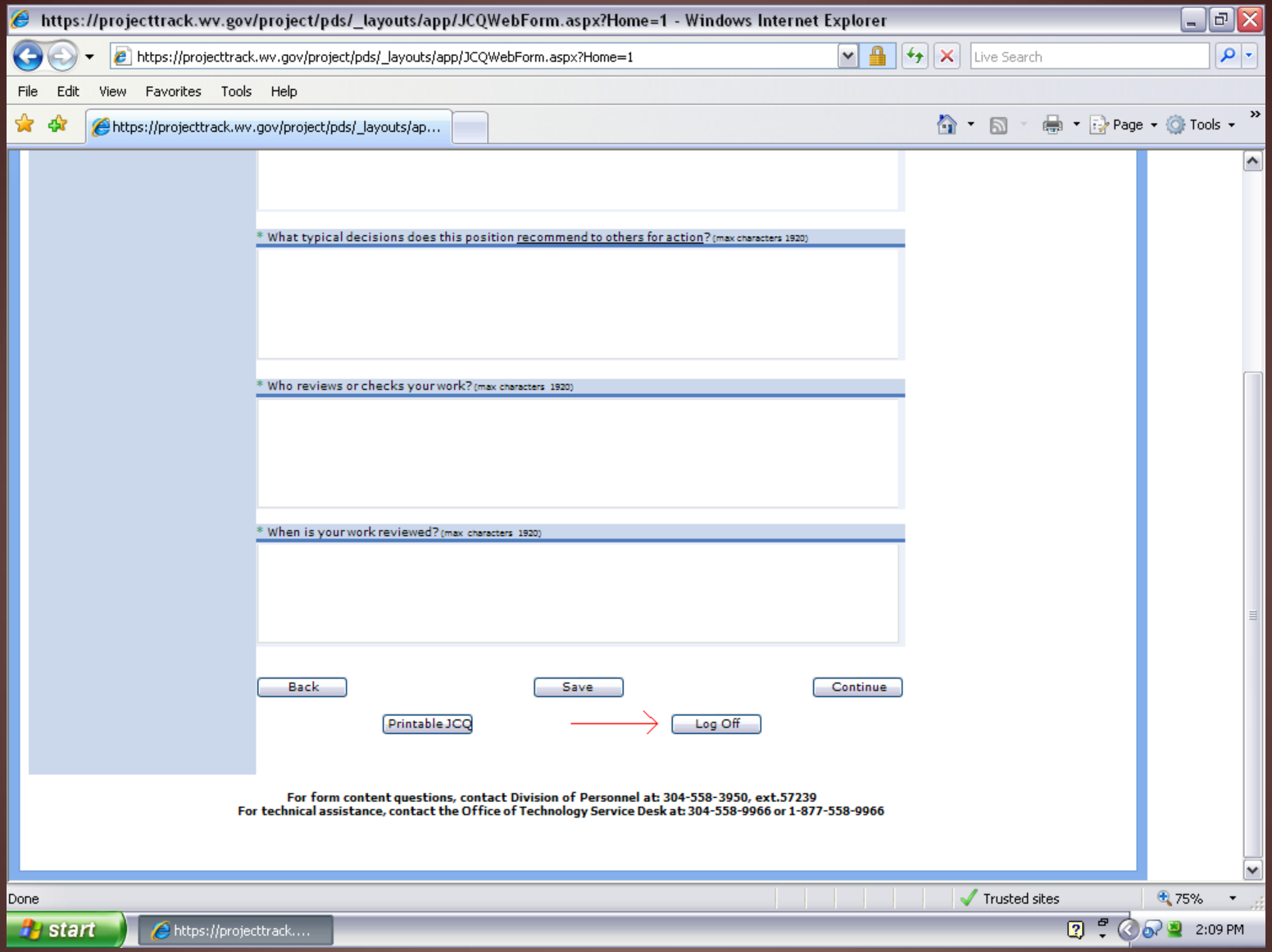
Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.



Next you will see the Data Entry Instructions page. Carefully read the instructions. To begin a new JCQ, choose the type of JCQ you would like to enter, Individual or Group, at the bottom of the page. Then click Continue. To enter your Data Entry Queue, click "JCQ Queue" in the navigational bar on the side of the page.



The Data Entry Queue lists all JCQs you have started but not finished. JCQs will remain in your queue until submitted. Click on the file name as shown to open a JCQ.



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.