

# How to Log Into the Job Content Questionnaire (JCQ): Employee Role

The screenshot shows a Windows Internet Explorer browser window. The address bar displays <http://www.plans.wv.gov/Pages/default.aspx>. The page content includes the 'PLANS Creating a Blueprint' logo, a search bar, and navigation links for 'West Virginia Division of Personnel'. A modal dialog box titled 'Connect to projecttrack.wv.gov' is open, prompting for login credentials. The dialog contains a 'User name' field with the text 'executive\A444444', a 'Password' field with masked characters, and a 'Remember my password' checkbox. The background website features a sidebar with links like 'Sample and Blank', 'Questionnaires', and 'JCQ Supplemental', and a main content area with a 'Welcome to the website for PLANS' message.

When you click the link to access the JCQ, 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.

https://projecttrack.wv.gov/project/pds/\_layouts/app/JCQWebForm.aspx?Home=1 - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/\_layouts/app/JCQWebForm.aspx?Home=1

File Edit View Favorites Tools Help

https://projecttrack.wv.gov/project/pds/\_layouts/ap...

west virginia

Division of Personnel  
Job Content Questionnaire (JCQ)

PIANS

**Purpose of This Session**

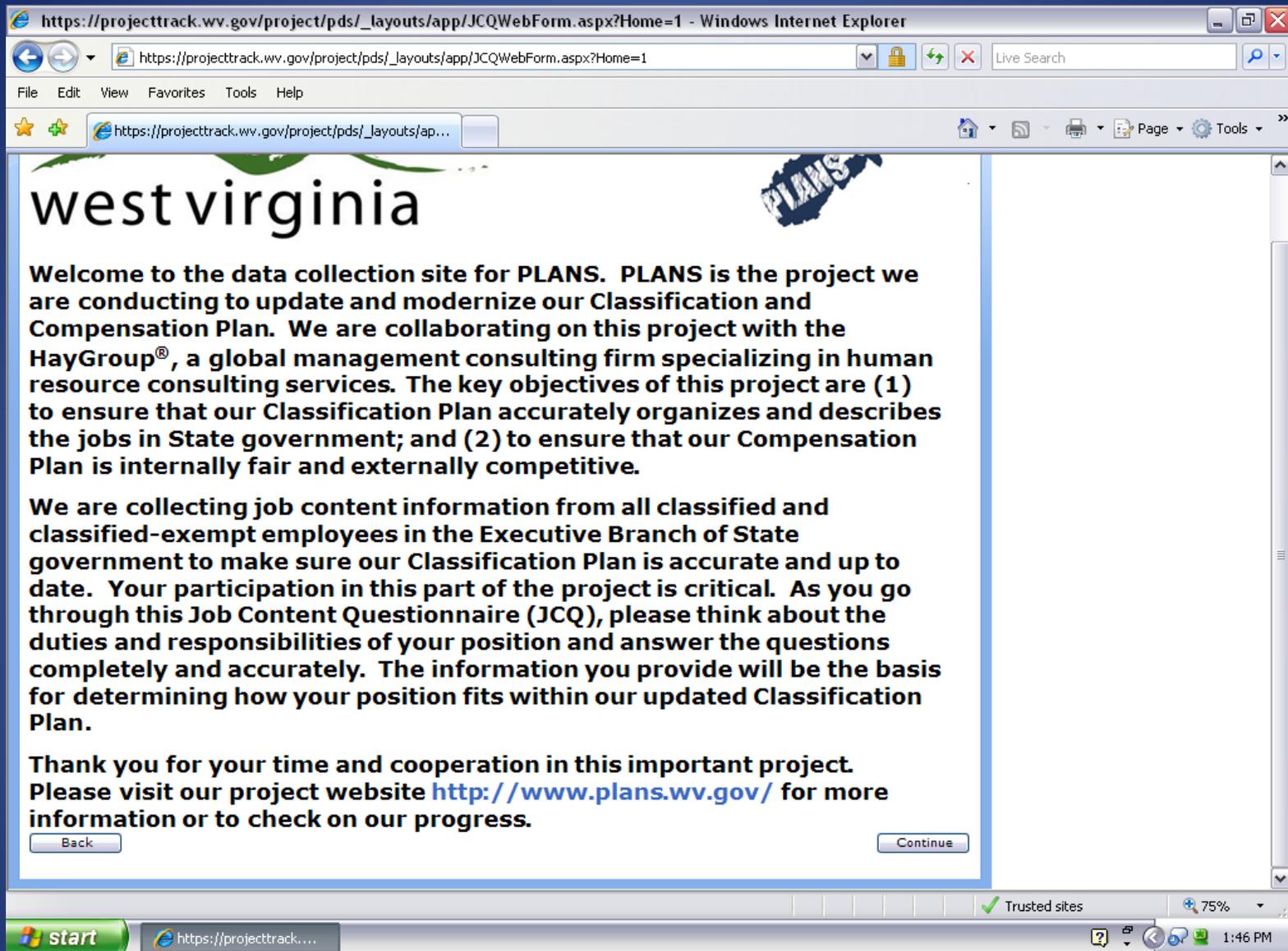
Please select one of the following options.

- Complete my own individual Job Content Questionnaire (JCQ)
- Data Entry for group or individual paper JCQ
- Supervisor review a submitted JCQ
- Agency
- DOP

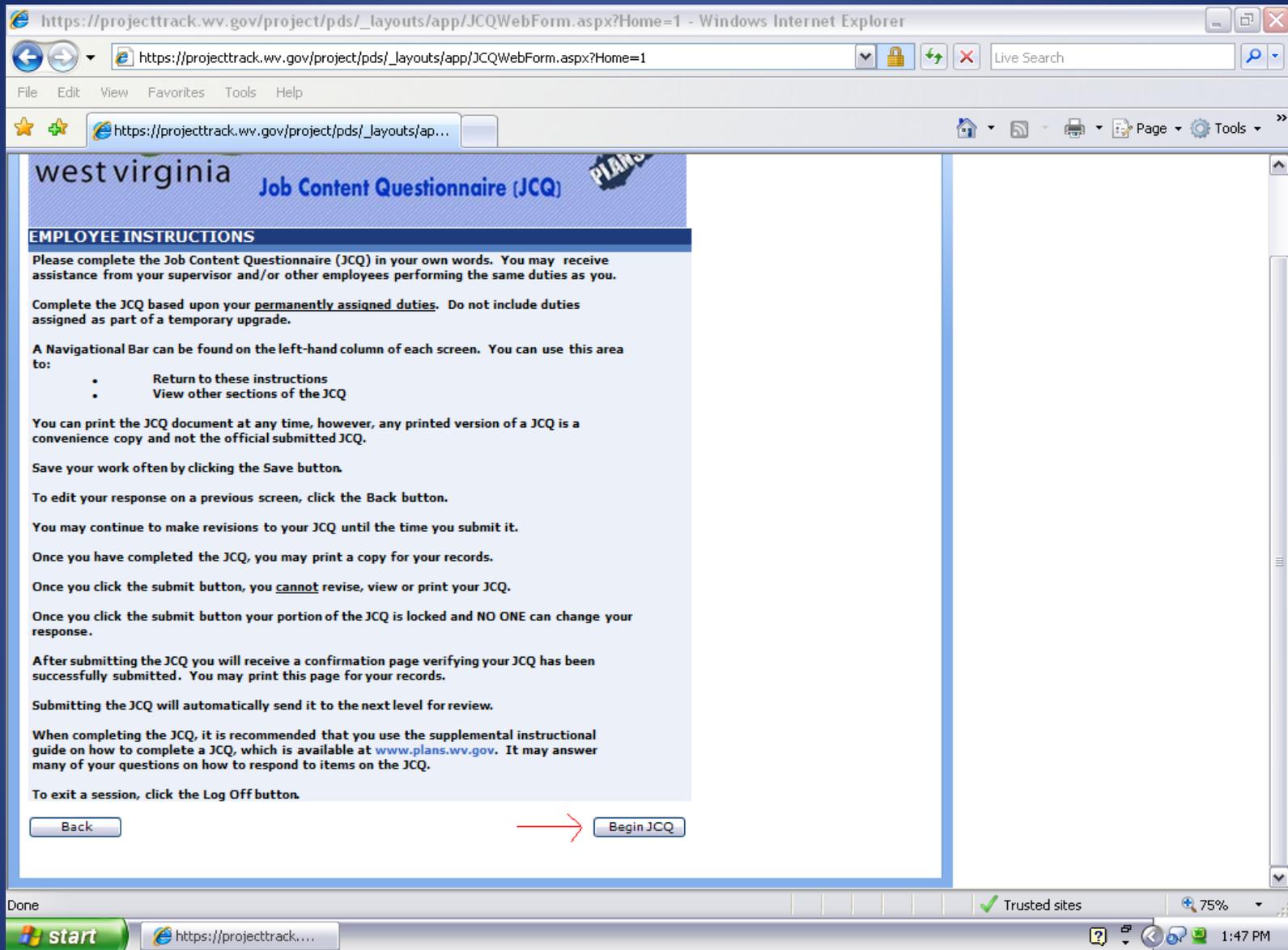
Continue

Done Trusted sites 100% 1:44 PM

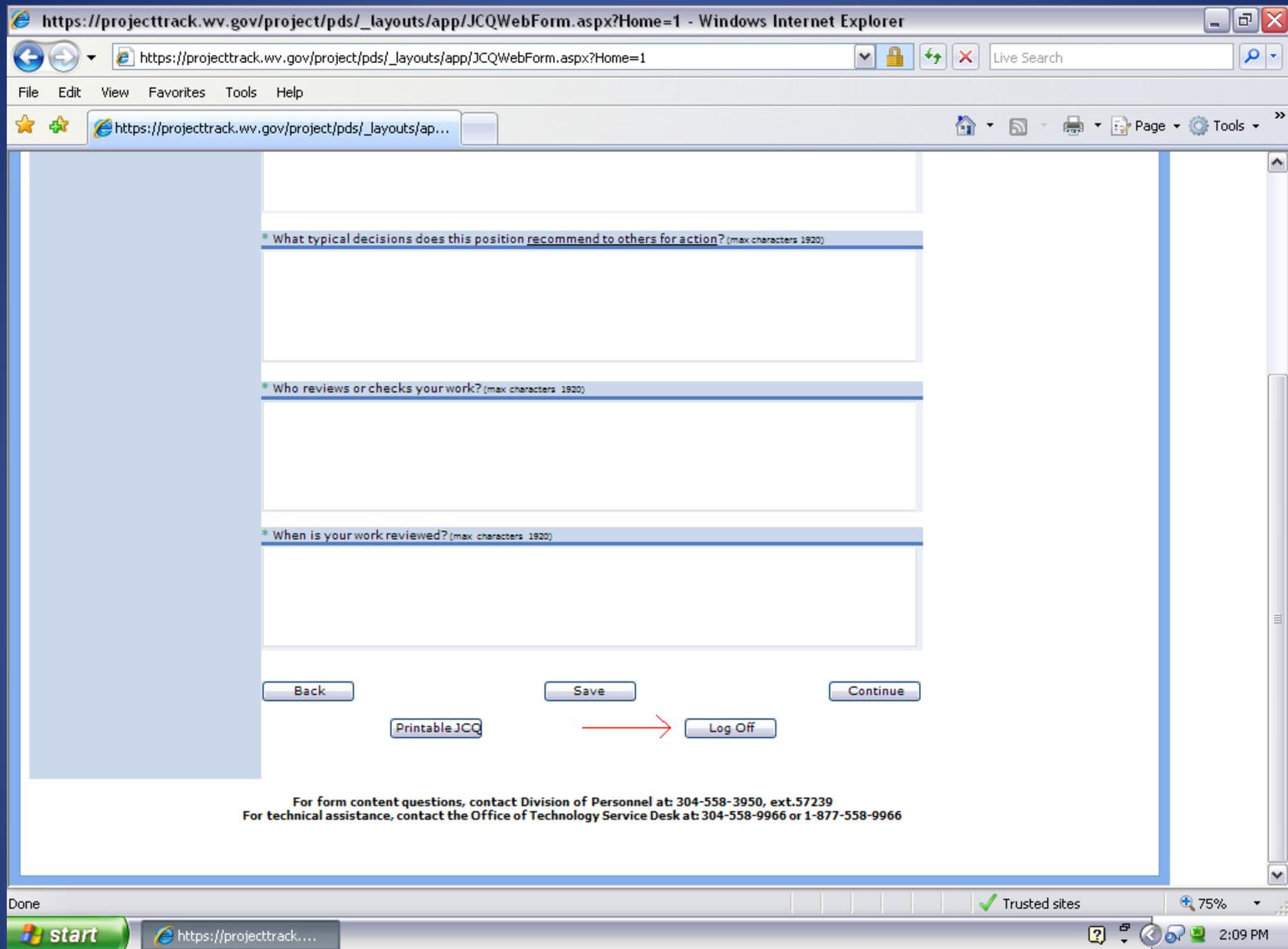
After you log in, the first page you will see is titled Purpose of this Session. Choose the first radio button, “Complete my own individual Job Content Questionnaire (JCQ)”. Then click Continue.



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 Employee Instructions page. Carefully read the instructions. When you are ready to start your JCQ, click “Begin JCQ”. If you cannot see this button at first, scroll down.



Each page of the JCQ has a Log Off button at the bottom. If you need to stop working on your 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 your JCQ.

west virginia Job Content Questionnaire (JCQ) **PIANS**

### EMPLOYEE INSTRUCTIONS

Please complete the Job Content Questionnaire (JCQ) in your own words. You may receive assistance from your supervisor and/or other employees performing the same duties as you.

Complete the JCQ based upon your permanently assigned duties. Do not include duties assigned as part of a temporary upgrade.

A Navigational Bar can be found on the left-hand column of each screen. You can use this area to:

- Return to these instructions
- View other sections of the JCQ

You can print the JCQ document at any time, however, any printed version of a JCQ is a convenience copy and not the official submitted JCQ.

Save your work often by clicking the Save button.

To edit your response on a previous screen, click the Back button.

You may continue to make revisions to your JCQ until the time you submit it.

Once you have completed the JCQ, you may print a copy for your records.

Once you click the submit button, you cannot revise, view or print your JCQ.

Once you click the submit button your portion of the JCQ is locked and **NO ONE** can change your response.

After submitting the JCQ you will receive a confirmation page verifying your JCQ has been successfully submitted. You may print this page for your records.

Submitting the JCQ will automatically send it to the next level for review.

When completing the JCQ, it is recommended that you use the supplemental instructional guide on how to complete a JCQ, which is available at [www.plans.wv.gov](http://www.plans.wv.gov). It may answer many of your questions on how to respond to items on the JCQ.

To exit a session, click the Log Off button.

Back Finish My JCQ ←

When you are ready to resume working on your JCQ, log in to the system again. This time, the Employee Instructions page will have a new button, “Finish my JCQ”. Click this button to continue.

Pages - JCQQueue\_EMP - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/Pages/JCQQueue\_EMP.aspx

File Edit View Favorites Tools Help

Pages - JCQQueue\_EMP

### Employee Queue

FileName	EmployeeName	UniqueEmployeeID	AgencyName	JobClassification	ClassCode	UnitCode	ProcessStatus	Modified By
93069306PERSONNELDIVISIONOF600100E006484LINDSEYMDUVALL	LINDSEY DUVALL	E006484	PERSONNEL DIVISION OF	9306	9306	600100	Pending	Duwell, Lindsey M

Log Off

Done Trusted sites 75% 2:10 PM

This will take you to a screen labeled “Employee Queue”. Click on the file name as shown; this is your JCQ. Clicking the file name will take you to Part 1 of your JCQ. Your previous work on the JCQ will be saved.

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.PLANNS@wv.gov](mailto:DOP.PLANNS@wv.gov).

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