

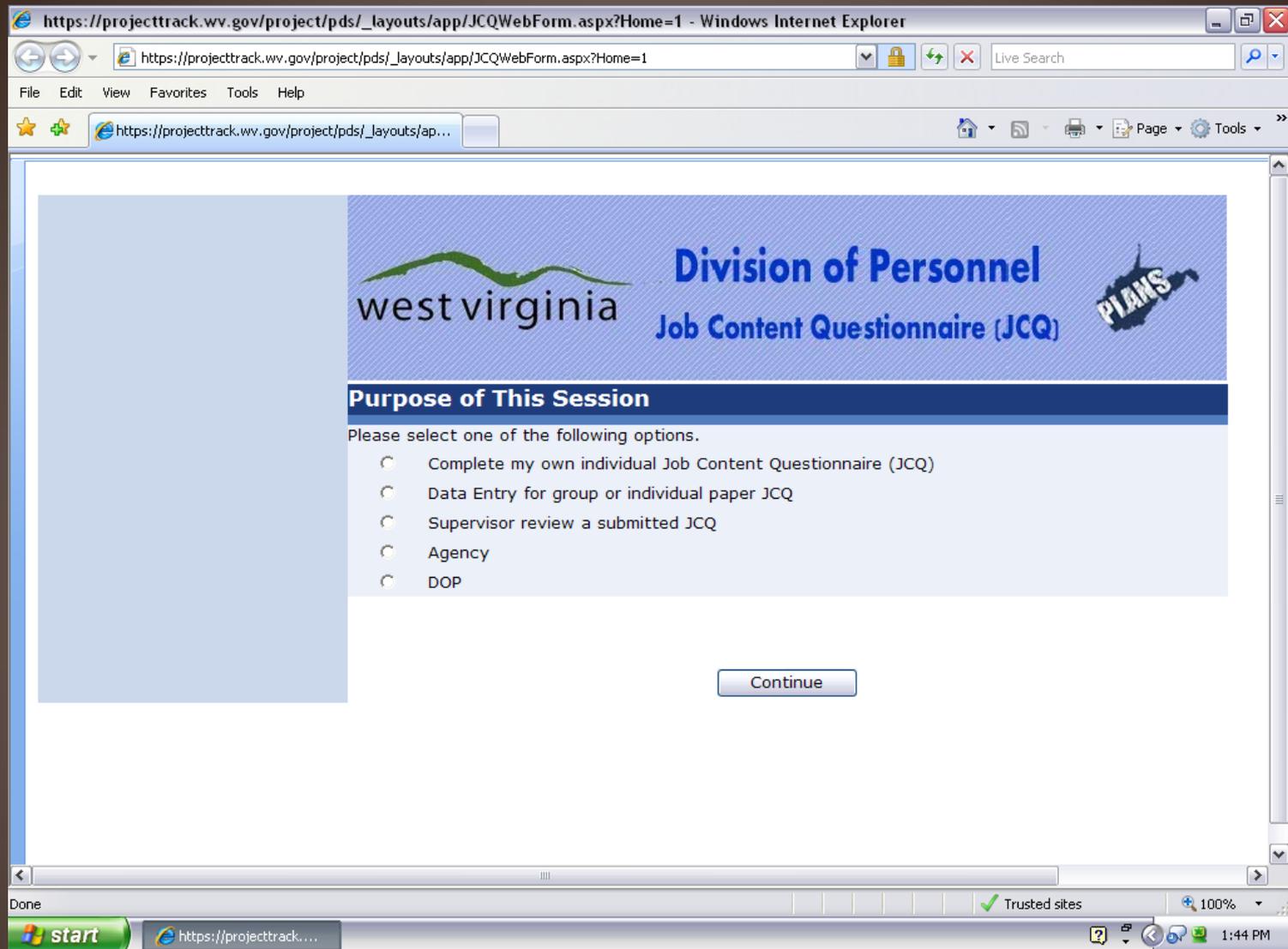
How to Log Into the Job Content Questionnaire (JCQ): Supervisor Role

The screenshot shows a Windows Internet Explorer browser window displaying the PLANS website. The address bar shows the URL <http://www.plans.wv.gov/Pages/default.aspx>. The website header includes the West Virginia logo and the text "State Agency Directory | Online Services". A search box labeled "Search Plans" is visible. The main content area features a large graphic with the text "PLANS Creating a Blueprint" and a photograph of construction workers. A modal dialog box titled "Connect to projecttrack.wv.gov" is overlaid on the page, prompting for login credentials. The dialog box contains the following fields and options:

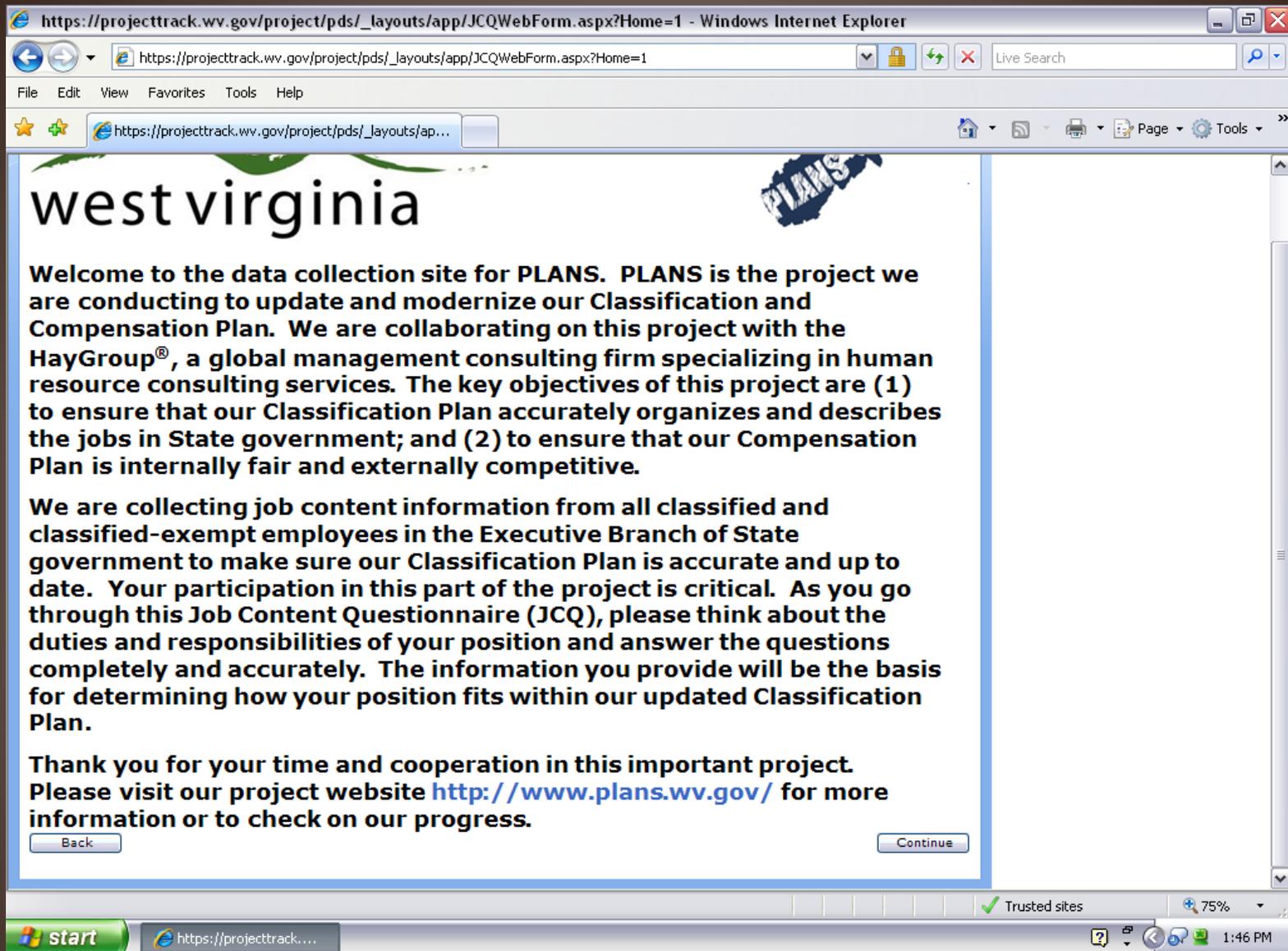
- Title: Connect to projecttrack.wv.gov
- Message: Connecting to projecttrack.wv.gov.
- User name: executive\A444444
- Password: [Redacted]
- Remember my password:
- Buttons: OK, Cancel

The background website content includes a sidebar with a "Documents" section listing items like "Sample and Blank", "Questionnaires", "JCQ Supplemental", "Instructions", "PLANS Project Overview", and "Effective Classification". The main text area contains a welcome message: "Welcome to the website for PLANS. PLANS is the project we are conducting to update our Classification Plan and modernize our Compensation Plan. We are collaborating on this project with the Hay Group, a global management consulting firm specializing in human resource consulting services. The key objectives of this project are to ensure that our Classification Plan accurately organizes and describes the jobs in State government and that our Compensation Plan is internally fair and externally competitive." Below this, it states "We will be collecting job information from all classified and". To the right, there is a graphic titled "COMPENSATION PHILOSOPHY" with sub-sections for "CLASSIFICATION" and "JOB EVALUATION". The browser's status bar at the bottom shows the current page is "Waiting for https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1..." and the system clock indicates 2:15 PM.

In the supervisor 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 a supervisor is to click the link provided by your Agency HR Designee. After you log in, the first page you will see is titled Purpose of this Session. Choose the third radio button, “Supervisor review 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.

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...

Supervisor Instructions
JCQ Queue

westvirginia Division of Personnel
Job Content Questionnaire (JCQ)

PLANS.WV.GOV
Click here to see examples of completed JCQs or DOP project contact information

Immediate Supervisor Instructions

After receiving the employee's completed Job Content Questionnaire (JCQ) carefully review the document for accuracy and completeness. You may NOT change any information the employee has provided.

Provide any additional information or clarification in the Supervisor Review Section of the JCQ.

Complete the Supervisor Review Section with information based upon the permanently assigned duties of the position. Do not include duties assigned as part of a temporary upgrade. Indicate any duties listed that are of a temporary nature in the "General Comments" area of the Supervisor Section.

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 the Supervisor Review Section of the JCQ until the time you submit it.

Once you have completed the Supervisor Review section of the JCQ, you may print a copy for your records.

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

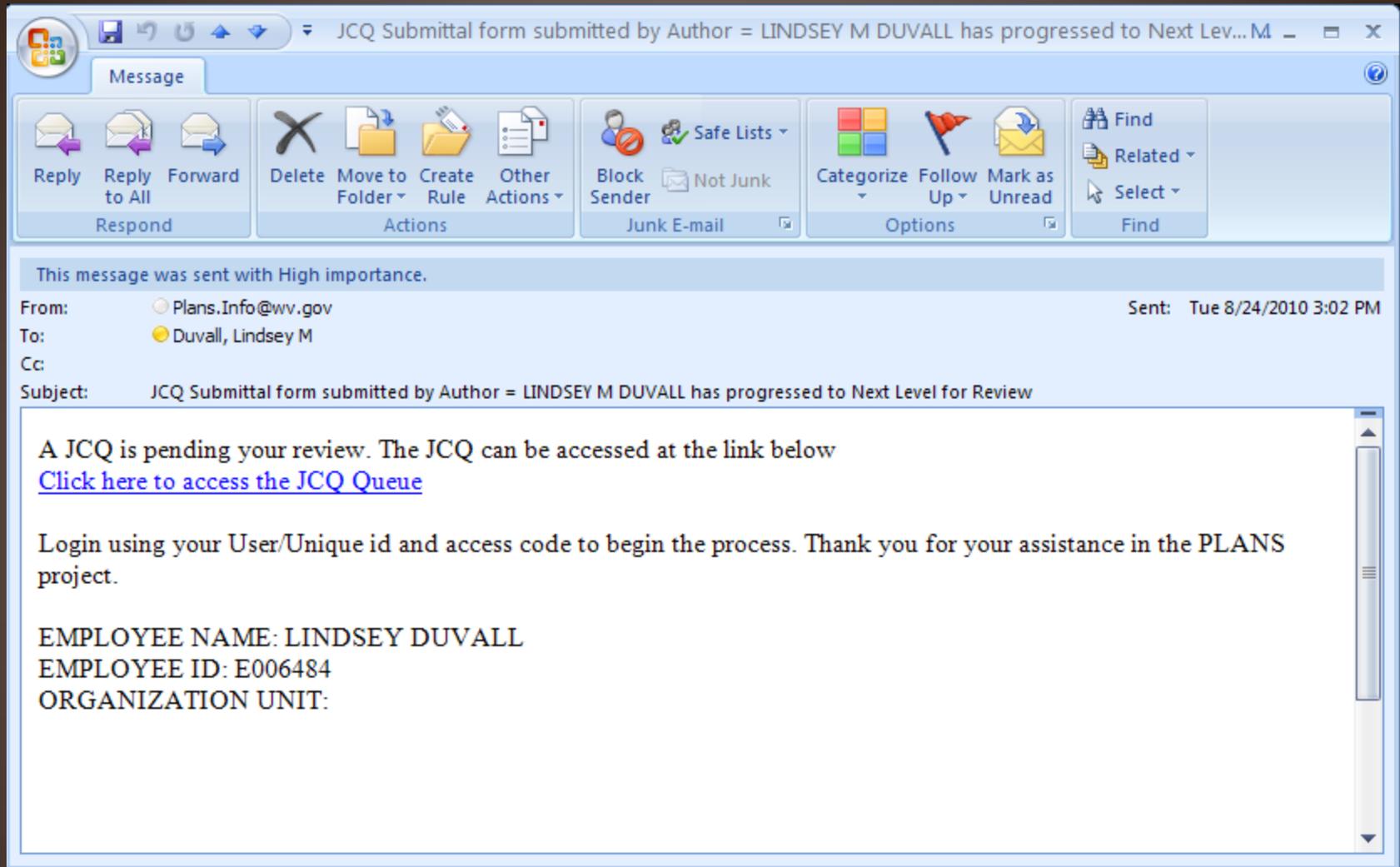
When completing the JCQ, it is recommended that you use the supplemental instructional guide on how to complete a JCQ, which is available at www.plans.wv.gov. It may answer many of your questions on how to respond to items on the JCQ.

To exit a session, click the Log Off button.

Back Log Off Continue

Done Trusted sites 60% 3:09 PM

Next you will see the Supervisor 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 Supervisor Queue.



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

Supervisor Instructions for EMAILS - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/pages/supervisorinstructions_Emails.htm

File Edit View Favorites Tools Help

Supervisor Instructions for EMAILS

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 the Supervisor Review Section of the JCQ until the time you submit it.

Once you have completed the Supervisor Review Section of the JCQ, you may print a copy for your records.

Once you click the submit button, you cannot revise, view or print the 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 the 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. It may answer many of your questions on how to respond to items on the JCQ.

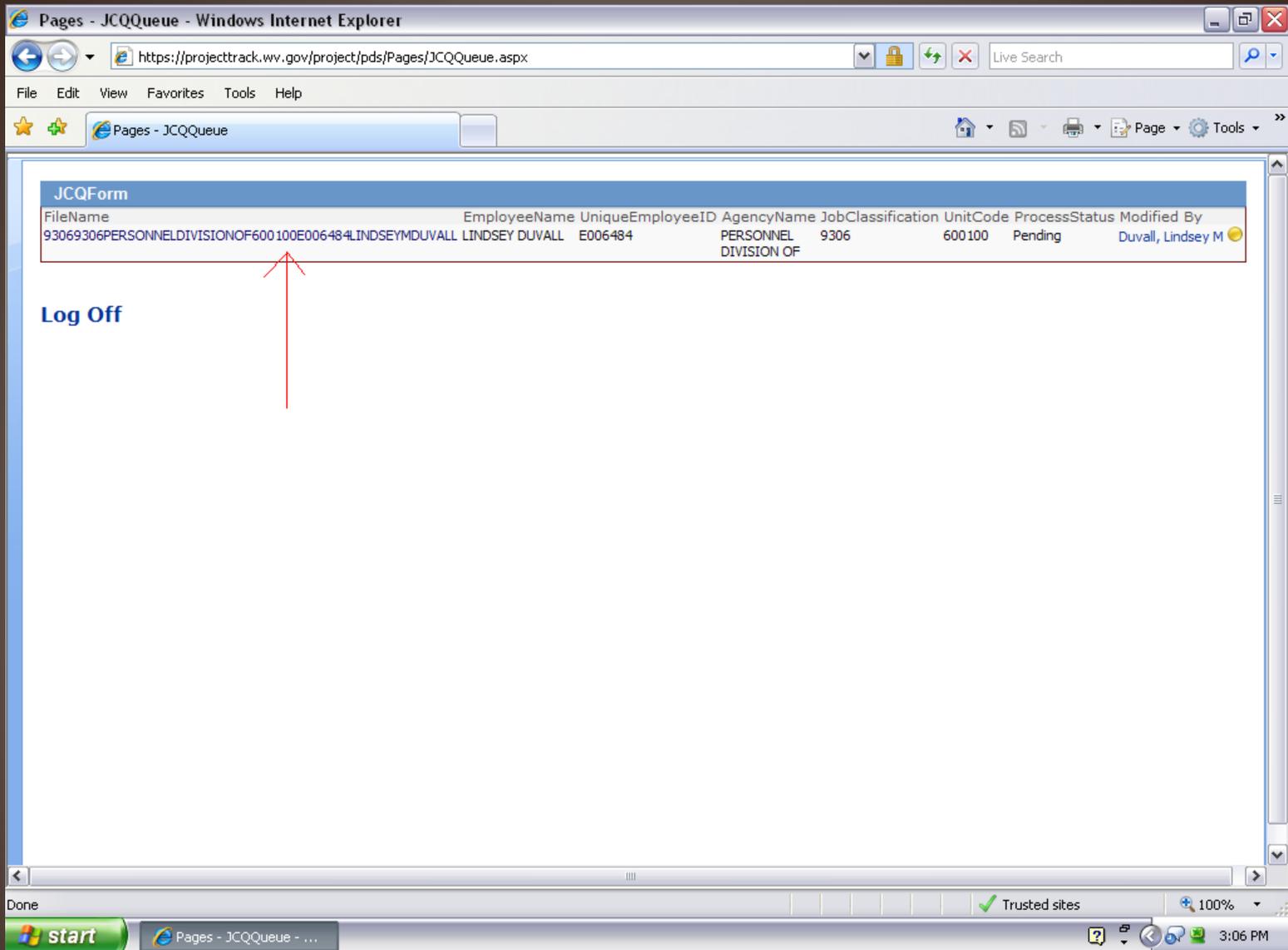
To exit a session, click the Log Off button.

Log Off JCQ Queue

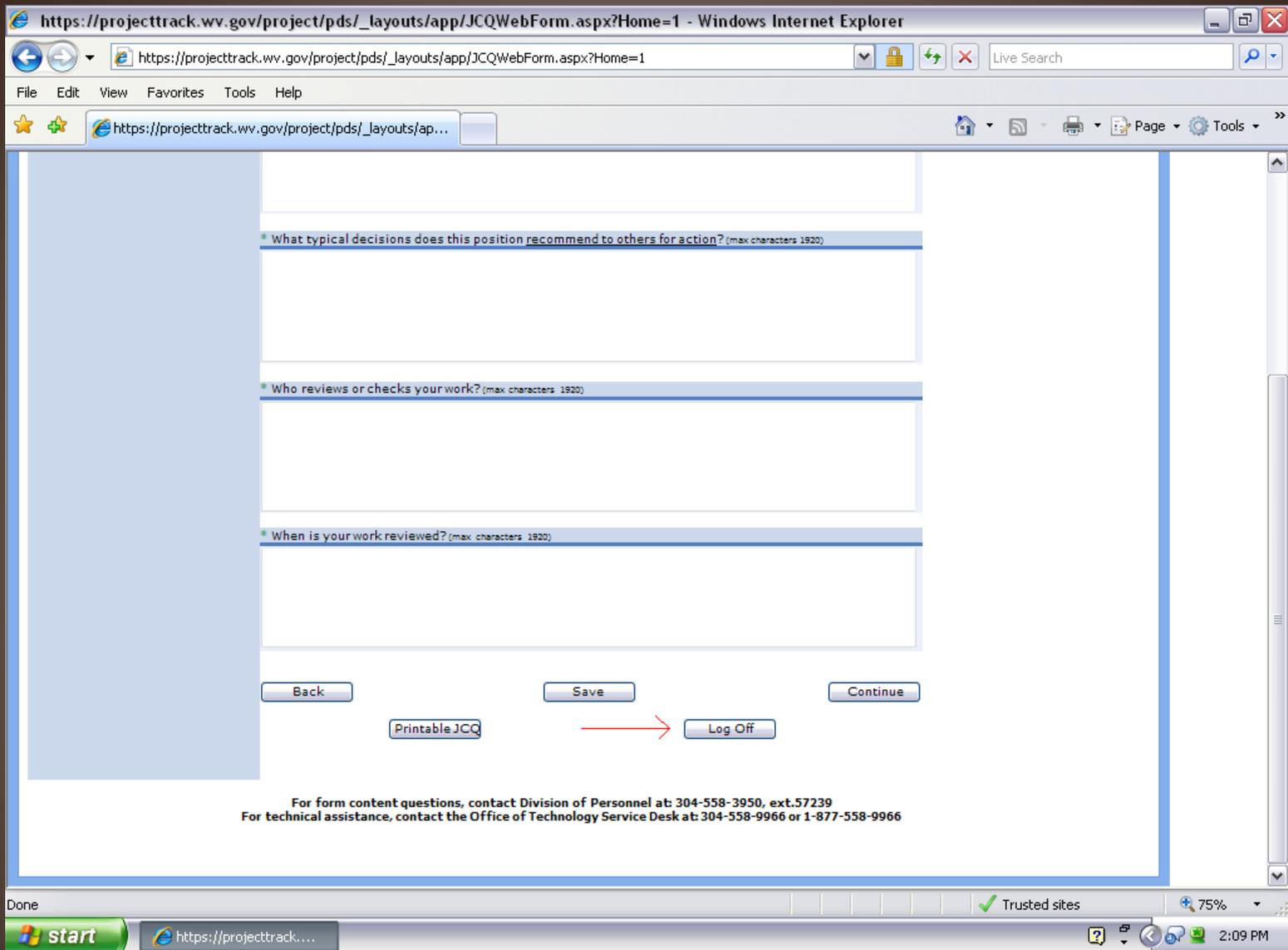
For form content questions, contact Division of Personnel at: 304-555-3950, ext. 57329
For technical assistance, contact the Office of Technology Service Desk at: 304-555-9966 or 1-877-555-9966

Done Trusted sites 75% 3:05 PM

After entering your login information, you will be presented with the Supervisor 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 Supervisor 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.PLANNS@wv.gov.

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