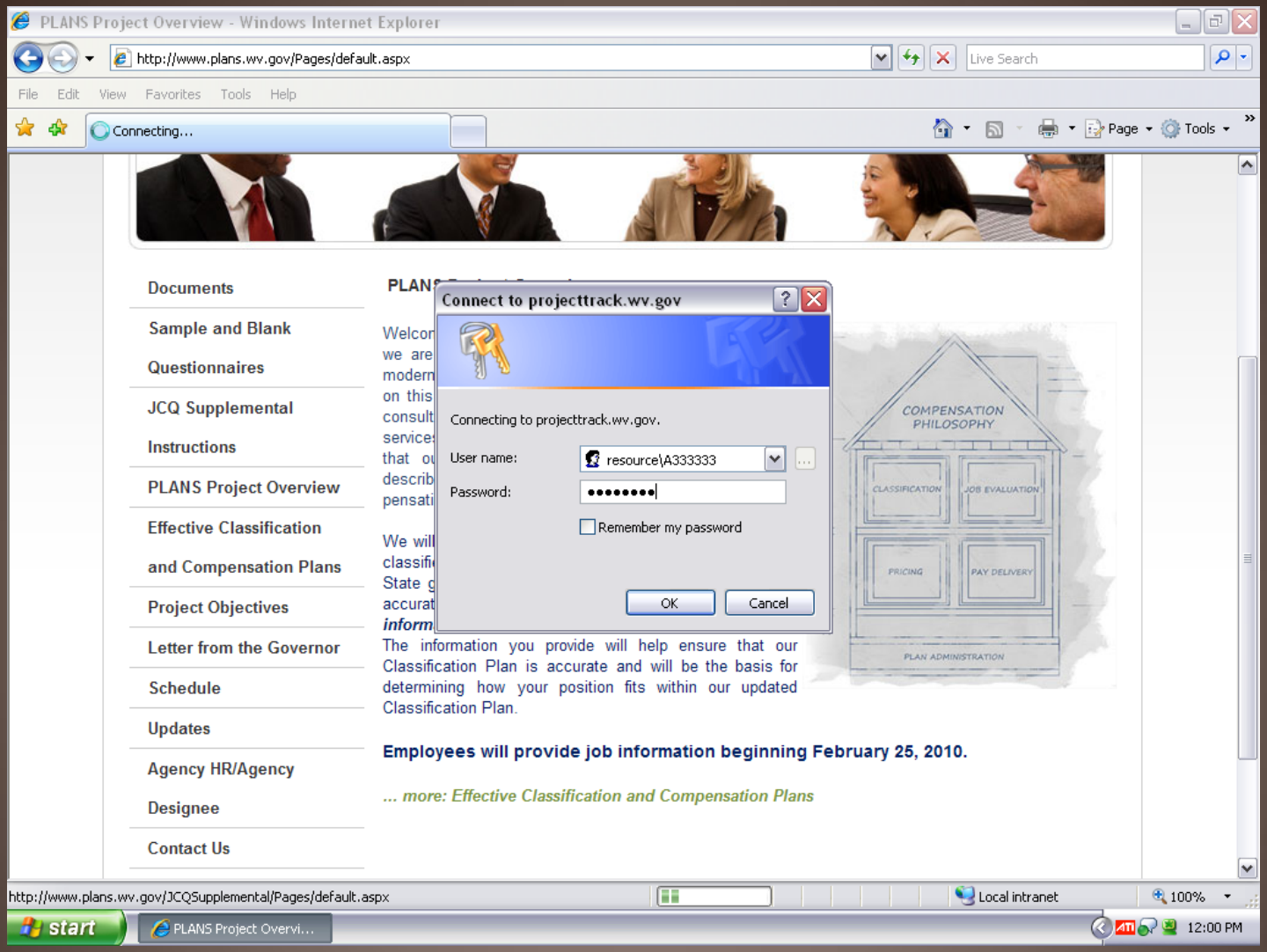
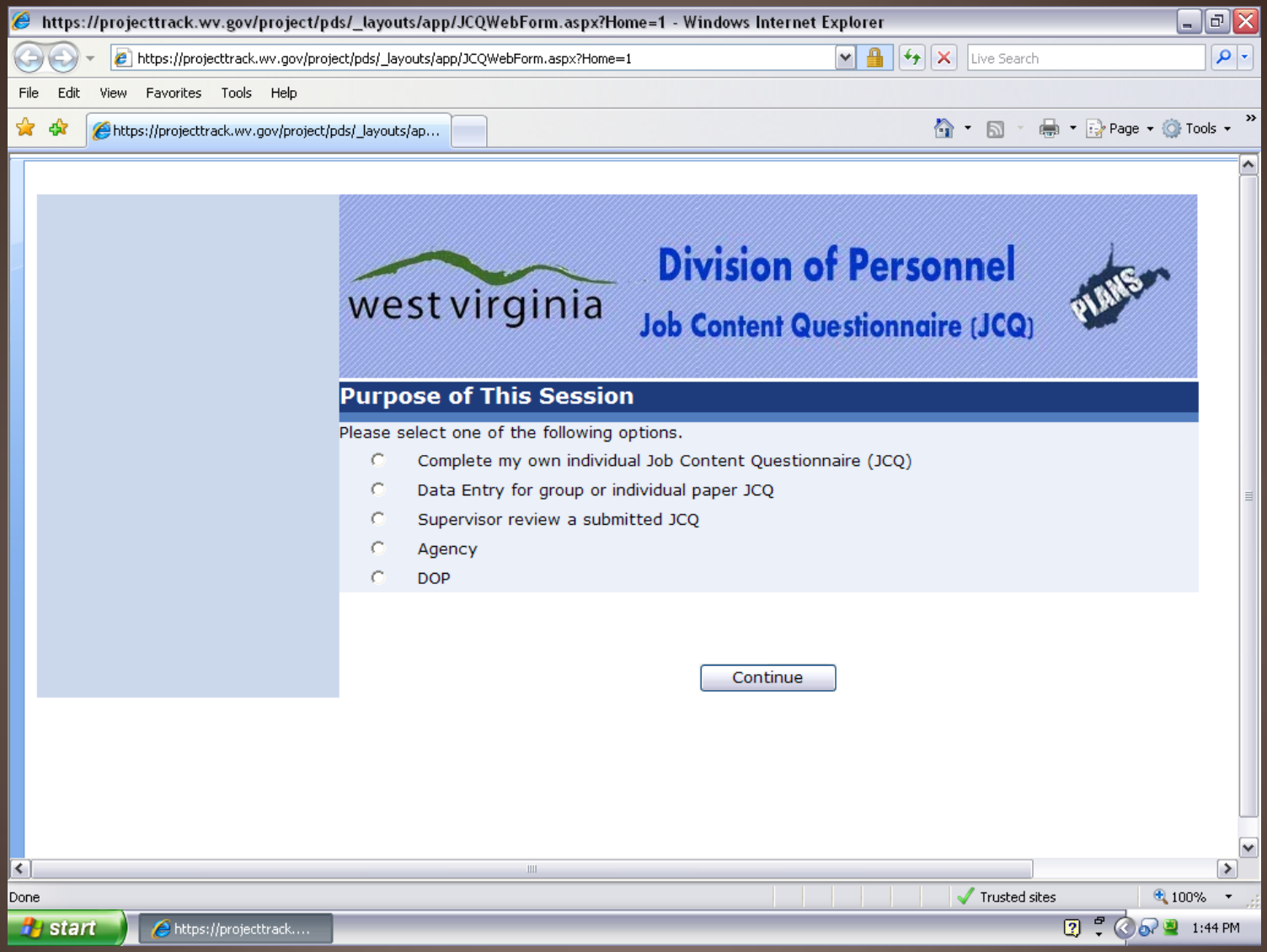
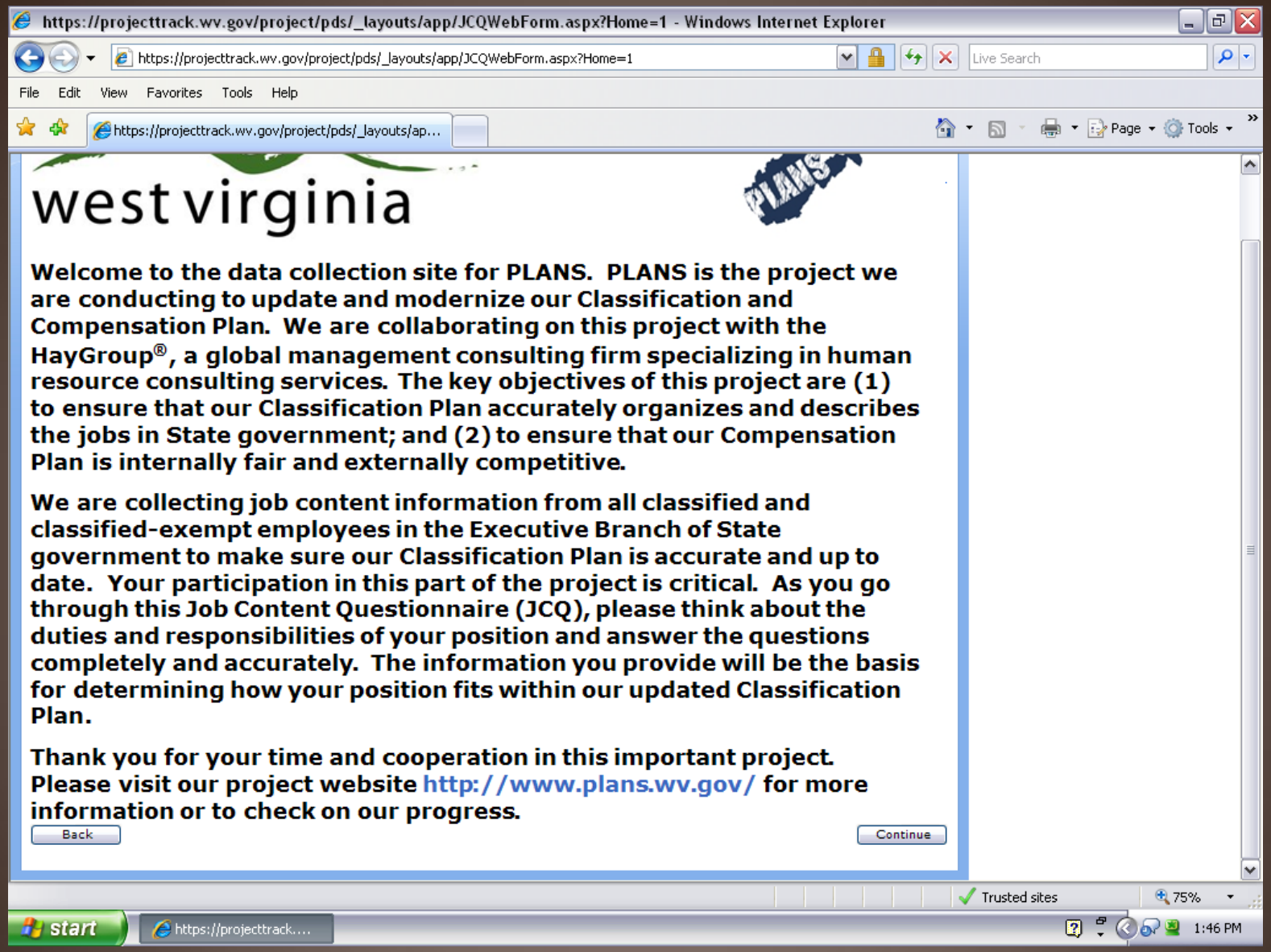
How to Log Into the Job Content Questionnaire (JCQ): Supervisor Role



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 “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.



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

Supervisor Instructions
JCQ Queue

west virginia

Division of Personnel

Job Content Questionnaire (JCQ)

PLANS

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

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.

JCQ Submittal form submitted by Author = LINDSEY M DUVALL has progressed to Next Lev... M

Message

Reply | Reply to All | Forward | Respond

Delete | Move to Folder | Create Rule | Other Actions | Actions

Block Sender | Safe Lists | Not Junk | Junk E-mail

Categorize | Follow Up | Mark as Unread | Options

Find | Related | Select | Find

This message was sent with High importance.

From: Plans.Info@wv.gov

Sent: Tue 8/24/2010 3:02 PM

To: Duvall, Lindsey M

Cc:

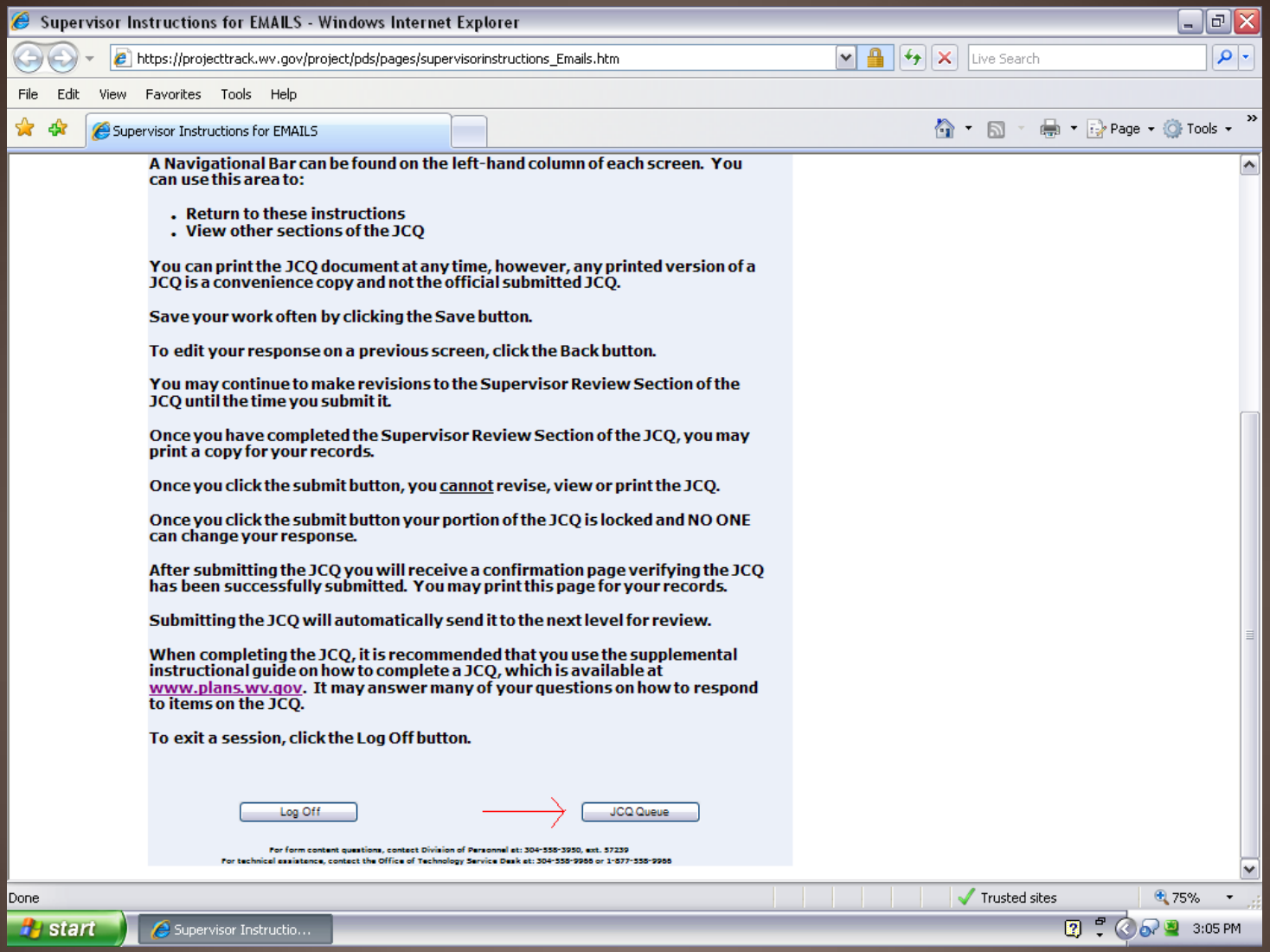
Subject: JCQ Submittal form submitted by Author = LINDSEY M DUVALL has progressed to Next Level for Review

A JCQ is pending your review. The JCQ can be accessed at the link below
Click here to access the JCQ Queue

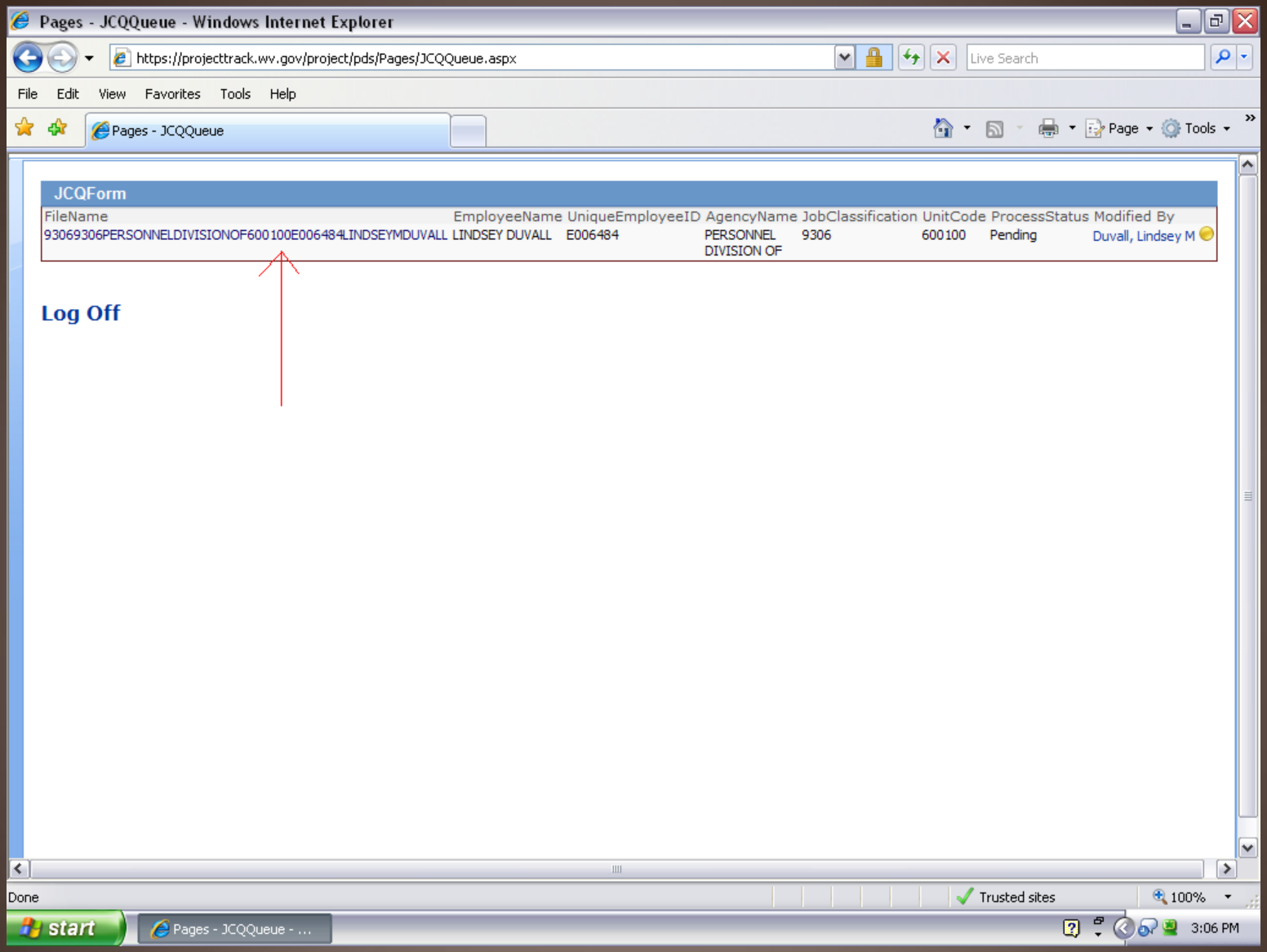
Login using your User/Unique id and access code to begin the process. Thank you for your assistance in the PLANS project.

EMPLOYEE NAME: LINDSEY DUVALL
EMPLOYEE ID: E006484
ORGANIZATION UNIT:

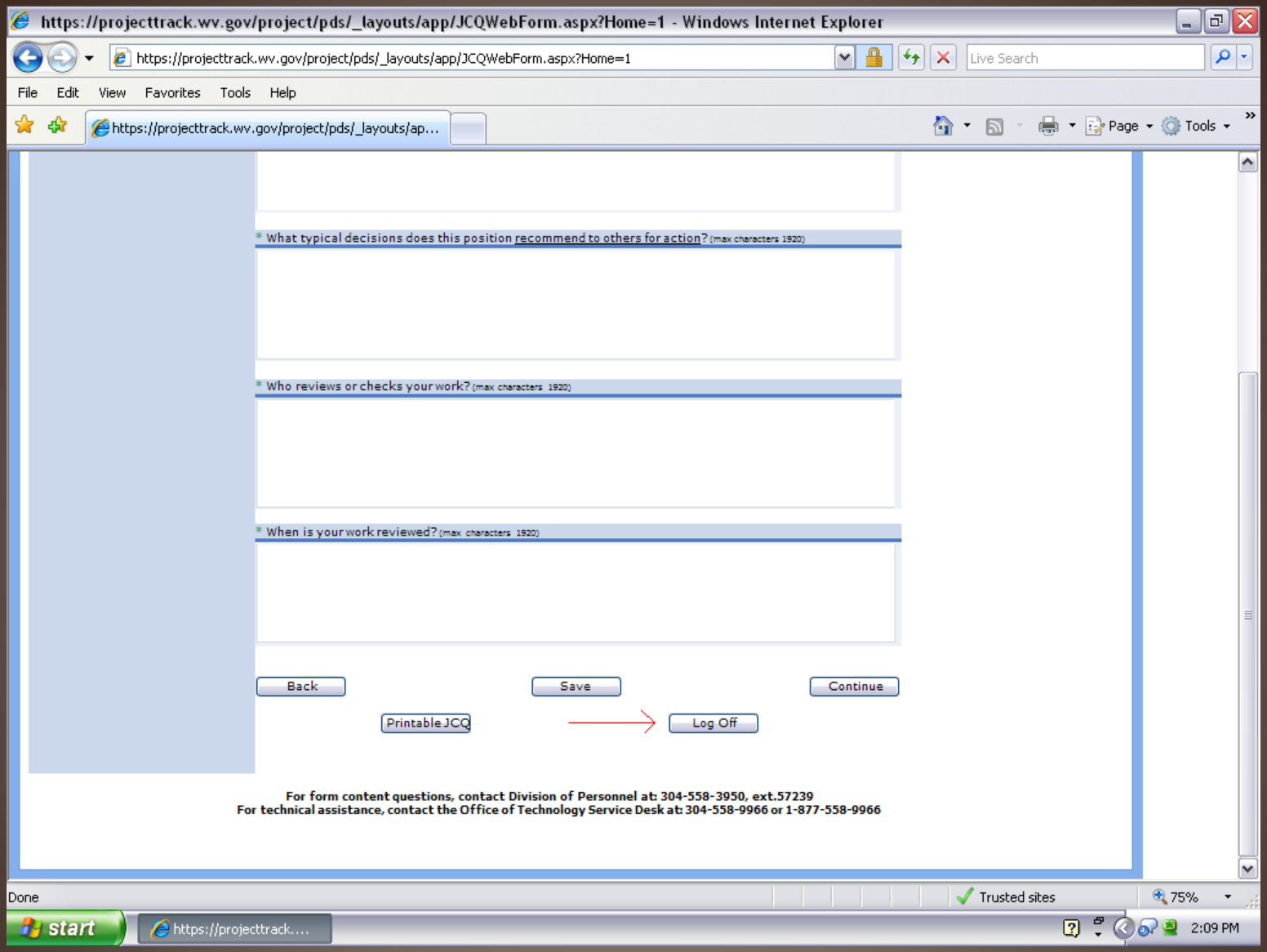
The other way to access the JCQ system is to use the email notification primary supervisors receive when JCQs are ready for their review. Click the link in the email to access the JCQ system. Please note: backup supervisors will not receive an email notification, so if you are a backup supervisor, you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



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.PLANS@wv.gov.

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