Tips For Using the Online JCQ

Before You Start

- Review these tips and FAQ.

- Review the blank/sample JCQ's to familiarize yourself with the form and to make sure you have all the information you need to complete the JCQ. The forms are available at http://www.plans.wv.gov/Questionaires/Pages/default.aspx.

- Clear your internet cache. Clearing your cache may improve the speed of accessing and/or loading the JCQ. Here is how to do it in Internet Explorer 7 (the exact protocol for clearing your cache will vary depending on what browser you use):
    - At the top of Internet Explorer, click Tools.
    - In the menu, choose Delete Browsing History . . .
    - At a minimum, delete Temporary Internet Files and Cookies.

- Turn off your Pop-Up Blocker. This will allow you to see system messages and to open a printable version of your JCQ. The pop-up blocker settings are also under Tools in Internet Explorer.

- Make sure you have the link to the online JCQ. You should have received it by email from your HR office. If you don't have the link, contact your agency HR.

Login to the JCQ

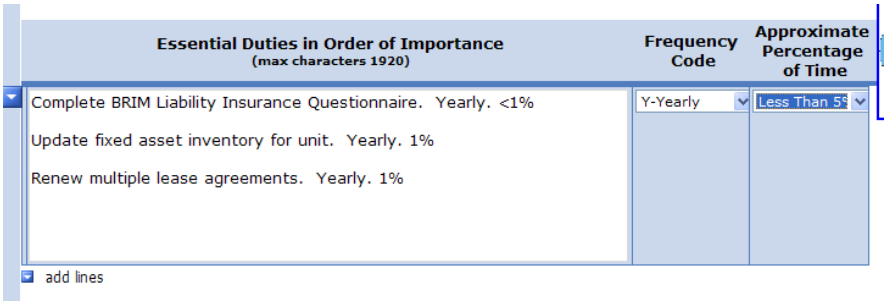
- Review and follow the instructions for logging in to the JCQ on the PLANS website at http://www.plans.wv.gov/OnlineJCQ/Pages/default.aspx. Make sure you have the correct user name and password. Some agencies have "resource accounts." If your agency HR gave you a resource account user name and password (access code) to login to the JCQ, you must use them.

- Use the link provided by your agency HR. Once you have entered your User Name and Password, **use your mouse to click OK**. If the page will not load or if you get a blank screen, you may be using an incorrect link. Check with your agency HR to make sure you have the correct link.

- If you make more than 3 unsuccessful attempts to access the JCQ, your account will be locked. Call the Service Desk (558-9966) and ask to have your account unlocked. Before trying again, review the instructions for logging in to the JCQ and check with your agency HR to make sure you are using the correct login information.

Complete the JCQ

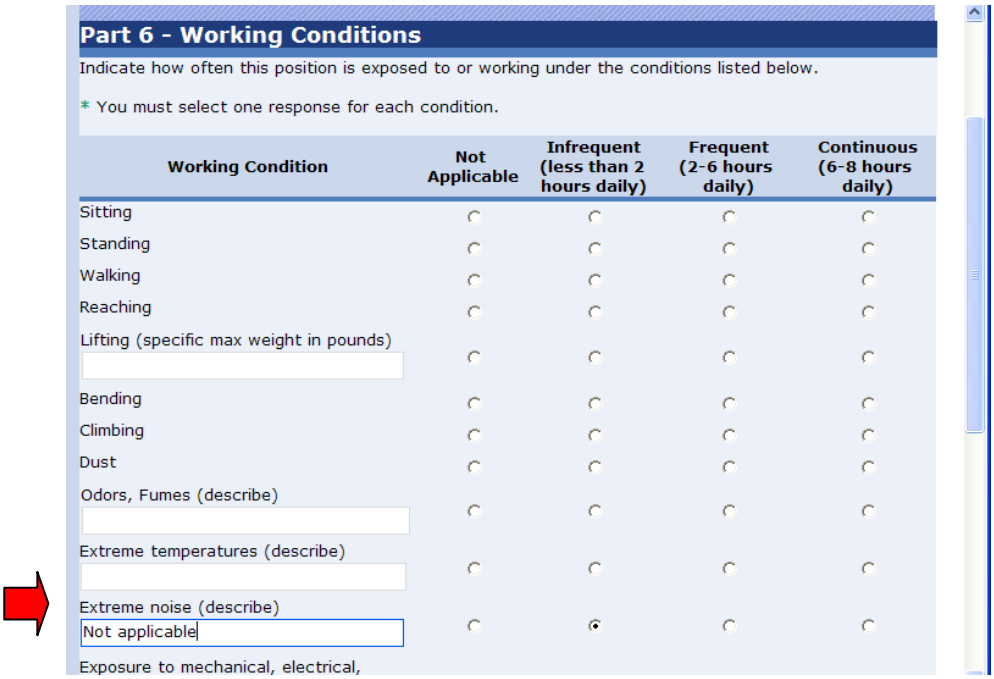
- In Essential Duties, the system accepts a total between 95% and 110% for Approximate Percentage of Time. The option for “Less than 5%” counts as 5%. Consequently, if you have several duties marked as “Less than 5%,” your total could exceed 110%. We recommend that you combine some/all of these duties into one duty statement and indicate the percent of time for each duty in the text box. See below.



Essential Duties in Order of Importance (max characters 1920)	Frequency Code	Approximate Percentage of Time
Complete BRIM Liability Insurance Questionnaire. Yearly. <1%	Y-Yearly	Less Than 5%
Update fixed asset inventory for unit. Yearly. 1%		
Renew multiple lease agreements. Yearly. 1%		

add lines

- In Part 6 – Working Conditions, if the system will not process Not Applicable as your response, select Infrequent and type Not Applicable in the text box below Excessive Noise.



Part 6 - Working Conditions

Indicate how often this position is exposed to or working under the conditions listed below.

* You must select one response for each condition.

Working Condition	Not Applicable	Infrequent (less than 2 hours daily)	Frequent (2-6 hours daily)	Continuous (6-8 hours daily)
Sitting	○	○	○	○
Standing	○	○	○	○
Walking	○	○	○	○
Reaching	○	○	○	○
Lifting (specific max weight in pounds)	○	○	○	○
Bending	○	○	○	○
Climbing	○	○	○	○
Dust	○	○	○	○
Odors, Fumes (describe)	○	○	○	○
Extreme temperatures (describe)	○	○	○	○
Extreme noise (describe) Not applicable	○	◉	○	○

Exposure to mechanical, electrical,