

Frequently Asked Questions:

Q. What is a PDQ?

A. Position Description Questionnaire

Q. How do I fill out the PDQ? What if I can't select the "radio buttons?"

A. Depending on the version of Word you have, you may need to "enable content" or click on "options" and enable content. (In Word 2010, after enabling content or editing, you may have to select "make this a trusted document.")

Q. Can I save and return to the PDQ?

A. Open and type information. Save document to own computer (desktop or documents). Return to document anytime and save after making changes.

Q. Does my completed PDQ have to be approved by anyone?

A. Yes. By your direct supervisor. That person will then approve it and forward it to the HR office.

Q. When is the PDQ due?

A. To manager: February 28th, 2011

A. To HR office: March 2nd, 2011

Q. Can I send the PDQ electronically to my manager?

A. Yes. Send it as an attachment to an email.

Q. What should I as a manager/supervisor do when the PDQ's are approved?

A. Forward them to jodi.morgan@usu.edu. Your email should indicate that you have approved each PDQ.

Q. How are *basic*, *intermediate*, and *advanced* skill levels in the PDQ defined?

A. Basic: learning the skills

Intermediate: applying knowledge and skills learned

Advanced: mentoring, teaching skills to others

February 20, 2011