

From: [FSCJ The Care Project](#)
To: [All Career Employees](#); [All Professional Employees](#); [All Admins](#)
Cc: [FSCJ The Care Project](#)
Subject: Next Step: Complete the PDQ
Date: Friday, September 27, 2019 12:52:49 PM
Attachments: [Position Description Questionnaire \(PDQ\).docx](#)



Thank you to the approximately 500 employees who participated last week in The CARE Project informational sessions with Gallagher Benefit Services consultant, Mark Goldberg. The sessions provided an overview of the project and demonstrated to employees how to complete a Position Description Questionnaire (PDQ).

Each employee should complete the attached PDQ. PDQs are essential to the success of the project, and it is imperative that employees complete them accurately and in a timely fashion. If you participated in the informational sessions, please note the revised deadline dates.

Action	Submit To	Submit Deadline
Employee completes PDQ	Direct Manager	10/18/19
Direct Manager reviews and approves	Manager's Manager	11/08/19
Manager's Manager reviews and approves	Human Resources	12/05/19

Employees must submit PDQ's to their direct manager for review and approval. The direct manager will review their employees' PDQs before submitting them to the manager's manager, who will be responsible for forwarding the PDQs to Human Resources via The CARE Project email (thecareproject@fscj.edu) by December 5, 2019.

If you were unable to attend one of the informational sessions or would like to review the details again, please visit [The CARE Project](#) website. On the website employees can access the PDQ, project phase details, progress updates, and a video of the informational session presentation. There is also a FAQ available.

If you have any questions, please contact thecareproject@fscj.edu.