

From: [FSCJ The Care Project](#)

To: Manager Self Service <MSS@fscj.edu>

Subject: Position Description Questionnaire (PDQ) Deadline Reminder

Date: Friday, November 22, 2019 4:05 PM



Employees should have completed their Position Description Questionnaires (PDQ) and it should now be under review by the Manager’s Manager who is responsible for the final submission to Human Resources. The deadline for all PDQ’s to be submitted to Human Resources is **Thursday, December 5, 2019** via The CARE Project email (thecareproject@fscj.edu). Human Resources will then submit all PDQ’s to Gallagher Benefit Services, Inc. (GBS) consultants.

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

If you would like to access project phase details, progress updates, or a video of the informational session presentation, please visit [The CARE Project](#) website. Employees can contact thecareproject@fscj.edu at any point throughout the project for questions.