

From: [FSCJ The Care Project](#)
To: [All Career Employees](#); [All Admins](#); [All Professional Employees](#)
Subject: Position Description Questionnaire (PDQ) Deadline Reminder
Date: Monday, October 21, 2019 4:49:59 PM



All Position Description Questionnaires (PDQ) should now be submitted to your immediate supervisor. 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. The next level submission deadline is highlighted below.

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.