

The CARE Project

Classification > Acquisition > Retention > Equity

Informational sessions with the Gallagher Benefit Services consultant, Mark Goldberg, will take place next week. Your attendance and participation during these sessions is vital in understanding how to complete the Position Description Questionnaire (PDQ) which will contribute to the overall success of The CARE Project. Next steps:

Action	Completion Date	Submit to
Employee completes PDQ	10/11/19	Direct Manager
Direct Manager review and approve	11/01/19	Manager's Manager
Manager's Manager review and approve	11/25/19	Human Resources

PDQ's will be distributed to all full-time Administrative, Professional and Career employees following the informational sessions. **All PDQ's should be returned via The CARE Project email, thecareproject@fscj.edu, no later than November 25, 2019.**

As recently shared, please mark your calendar to attend one of the sessions listed below. If you have any questions, please contact thecareproject@fscj.edu.

Date	Time	Campus	Room Number	WebEx Log-In
Monday, September 16*	9:00 a.m. – 10:00 a.m.	Downtown	Advanced Technology Center, Room T-140	Join the meeting Event Number: 649 002 692 Event Password: vmf5XC6m
Monday, September 16	11:00 a.m. – noon	Kent	E104	Not available
Monday, September 16	2:00 p.m. – 3:00 p.m.	Cecil Center	AO109	Not available
Tuesday, September 17	9:00 a.m. – 10:00 a.m.	South	Lakeside Room	Not available
Tuesday, September 17	11:00 a.m. – noon	Deerwood	G1709	Not available
Tuesday, September 17*	2:00 p.m. – 3:00 p.m.	North	Auditorium	Join the meeting Event Number: 642 447 578 Event Password: 9jWjmUnh
Wednesday, September 18	11:30 a.m. – 12:30 p.m.	Nassau Center	David Yulee Room, A114	Not available

*WebEx available