

**From:** [FSCJ The Care Project](#)  
**To:** [All Career Employees](#); [All Professional Employees](#); [All Admins](#)  
**Cc:** [FSCJ The Care Project](#)  
**Subject:** Virtual Help Session  
**Date:** Friday, October 11, 2019 3:18:52 PM



As the deadline to submit your Position Description Questionnaire (PDQ) to your immediate supervisor approaches on **October 18, 2019**, we understand there may be questions around the completion of the PDQ. To provide another opportunity in real time, we are offering a virtual Q&A session via WebEx on Wednesday, October 16, 2019 from 11:00 am – 12:00 pm.

Employees may log in via computer or simply call in at any time during the Q&A session. Access the WebEx with this [link](#) which also includes WebEx instructions. Representatives from Human Resources along with GBS Consultant, Mark Goldberg, will be available to answer questions during this time.

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 are unable to attend the Virtual Q&A WebEx, we will continue to answer questions via the [thecareproject@fscj.edu](mailto:thecareproject@fscj.edu) at any point throughout the project.