

Position Classification Questionnaire (PCQ) Checklist

This checklist is required for all PCQ submissions. This will help to ensure that all necessary information is included with the initial submission, and minimize returns or follow-up before the evaluation can commence. Please note:

- The accuracy and completeness of the information provided in the PCQ affects the outcome of the evaluation. When minimal necessary information to complete the evaluation is provided, the PCQ will be accepted as a valid submission but the recommendation will necessarily be conservative. Note that this is referring to the *quality* of the information, not the *quantity* of information (e.g. extra words that are not essential to understanding the position are not necessary).
- Requests for second reviews will be granted for extenuating circumstances only. Otherwise, incomplete or inaccurate information provided in the initial PCQ submission that affects the outcome will result in a wait time of 6 months before the PCQ will be reviewed again.

HR Colleague	ALL BOXES MUST BE COMPLETED (if not applicable, enter NA)
	I have reviewed this PCQ and confirm that it is complete and provides reasonable descriptions and examples, and I support moving forward with this evaluation.
	PCQ has been reviewed and signed by immediate and next level supervisor.
	The latest PCQ form was used. http://hr.mst.edu/media/administrative/hr/2017/PCQ%20Form-S&T-20171110.pdf
	IT position: the IT Addendum form is attached. http://hr.mst.edu/media/administrative/hr/forms/PCQ-ITAddendum%20S&T.pdf
	Research position: the Research Addendum form is attached. http://hr.mst.edu/media/administrative/hr/forms/PCQ-ResearchAddendum-S&T.pdf
	Reclassification: the <i>current</i> job title and grade is provided. (A requested job title and grade may also be provided if applicable.)
	Reclassification: the PCQ describes the position as it <i>currently</i> exists. If there is an incumbent in the job, the duties described have been performed for at least 6 months, and are expected to continue.
	Reclassification: the PCQ describes the job duties vs the incumbent's qualifications.
	Accurate and relevant examples have been provided in each section where requested on the form.
	A current organization chart is included.*
	Reorganization/restructuring: <ul style="list-style-type: none"> ▪ PCQs for <u>all affected positions</u> have been submitted together, along with a summary which provides a clear overview including background and reason for the action. ▪ <i>Before</i> and <i>after</i> organization charts are included.*
	For unusual requests, a brief description is included to clarify the business rationale or context. (E.g. management title with no direct staff, changing from one pay plan to another, unusual shifts from one job family to another, etc.)

*Org charts can be simple and handwritten if necessary, but **must contain** actual classification/title and clearly show the hierarchy pertaining to the job (working titles may also be provided if applicable):

- Reports to: title and name of the leader the job directly reports to.
- Peers reporting to same leader: job title(s) and employee names (or count if large #) that are peer roles.
- Direct reports: title and name (or count if large #) of all employees that report to the job.