



## Position Documentation and Questionnaire Form (PDF/PDQ)

We want to have accurate documentation about your role, and your input is vital to the reclassification process. Though local practices may differ, typical steps of this process include:

- Please complete the PDQ/PDF form. Please pay particular attention to the definitions provided in the form. Some sections may not be applicable to your position.
- Forward the completed form to your manager and/or local HR office, who will review the completed document.
- Upon receipt, Human Resources will evaluate the information and make a recommendation. Possible recommendations include a combination of changes to title and grade, salary effective date, and/or no action. HR will review this information carefully and may call you if further data is needed. Besides these documents, in order to arrive at an appropriate recommendation, they may also review the following: generic job descriptions; comparisons within and outside your area, and if necessary, consultation with other appropriate sources.
- If you are in an HUCTW position, the University Joint Reclassification Committee, composed of equal representation from the Union and the University, will review and assist in the resolution of cases not settled at the local level.
- If you have any questions, please confer with an HUCTW representative and/or your local Human Resources Office. You may also check with your Human Resources Office to confirm your local process, roles, and timeline.

Please keep in mind that an outcome of the job review process may include: a combination of changes to title, salary and/or position level; or, in fact, no recommendation for a change. Demonstrated increased responsibility does not always mean "promotion" from one grade to the next. In some cases, if appropriate, salary adjustments within the position's current salary range may be made to recognize increased skill level and responsibilities

**Thank you for your participation!**