

## 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. Also, 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.

HRBP	ALL BOXES MUST BE COMPLETED (if not applicable, enter NA)
	I have reviewed this PCQ, I confirm that it accurately and completely describes the job to be evaluated, and I support this request.
	PCQ has been reviewed and signed by immediate and next level supervisor.
	The latest PCQ form was used. <a href="https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-BaseQuestionnaire.pdf">https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-BaseQuestionnaire.pdf</a>
	<u>IT position</u> : the IT Addendum form is attached. <a href="https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-ITAddendum.pdf">https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-ITAddendum.pdf</a>
	<u>Research position</u> : the Research Addendum form is attached. <a href="https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-ResearchAddendum.pdf">https://uminfopoint.umsystem.edu/sites/hr/Benefits/COMP/CURRENT/PCQ-ResearchAddendum.pdf</a>
	<u>Reclassification</u> : the <i>current</i> and <i>requested</i> job title and grade are provided.
	<u>Reclassification</u> : the PCQ describe 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.
	<u>Reclassification</u> : 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.
	For jobs with leadership/supervisory duties, an organization chart is included.*
	<u>Reorganization/restructuring</u> : before and after org chart is 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 clearly show the hierarchy pertaining to the job:

- 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.