



## Article 36.05 - Helpful PDQ Tips

**Read** over the entire questionnaire first.

**Make a list** (for your own use) of the things you do at work (i.e., types of contacts, working conditions and type of equipment used to perform your job). When you complete the PDQ, refer to these lists and make sure all the items on the list are on the PDQ somewhere.

**Consult with other** employees within the classification. They may provide insight into areas you may have omitted. Any changes resulting from the information from the completed PDQ will impact all employees of the classification. Each employee needs to complete their own PDQ.

**Do questions #7 & #8 last.** Question 7 should explain all the duties you are required to perform. Question 8 should total 100% of your time when you are complete. Stretch the meaning of each question that doesn't exactly fit your job. Try to make the question apply to your job. Answer all questions.

**Do not copy PDQs** from one another.

**Don't be shy** when you do the position description on Page 1! This is your opportunity to shine. Emphasize difficult, stressful, emotional, and dangerous situations. Brag about yourself! Do not downplay what you really do. For example, do not say you type letters when you really edit and/or write letters.

**Express your duties** in terms of numbers. For example:

- ◆ I am the clerk typist for five (5) people.
- ◆ I receive, open, time stamp and route all incoming mail.
- ◆ I work with thirty (30) clients a day.
- ◆ I attend to thirty (30) residents on a ward.
- ◆ I do all the carpentry for three (3) state parks.

Everyone must complete a PDQ.

Always keep a copy of your completed PDQ.

### Reference

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