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### **Downloadable Electronic JCQ Demonstration**

With the Job Content Questionnaire (JCQ) deadline of February 28<sup>th</sup> fast-approaching, many of you are looking for a fast and efficient way to complete and submit your JCQ. The JJESC would like to remind you of the availability of the specially designed downloadable electronic JCQ. It is the preferred method for completion and submission, and is strongly recommended.

The electronic format JCQ was developed to allow you to complete and submit the JCQ electronically. The application is user-friendly, guides you through each step, and makes completing the JCQ easier.

#### **Demonstration Session:**

Steve Way of University Technology Services developed the electronic JCQ and will hold a session to demonstrate how it works. The session is open to both employees and supervisors and will be held on:

Tuesday February 22, 2005  
2:00 - 3:00 pm  
Michael G. DeGroote School of Business Room 505

For those who have not yet submitted JCQs, please plan to attend this informative session. Steve will demonstrate how easy it is to install, he'll highlight the available help features and will demonstrate the preview and submit features. He'll also be available to answer any technical questions you may have about this application.

To see a complete set of instructions for the Downloadable Electronic JCQ, and for more information about the new job evaluation system, visit the following websites.

[www.workingatmcmaster.ca/jjesc/](http://www.workingatmcmaster.ca/jjesc/)  
[www.musa.ca/jjesc.html](http://www.musa.ca/jjesc.html)

Should you have any questions about this initiative, please email <jjesc@mcmaster.ca>.

Sincerely,

The Joint Job Evaluation Steering Committee

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