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New Electronic Format JCQ Now Available

The Joint Job Evaluation Steering Committee (JJESC), established by McMaster University and the McMaster University Staff Association (MUSA), is pleased to announce that the new format which allows you to complete and submit the Job Content Questionnaire (JCQ) electronically is now available. The electronic format can be downloaded from either of the following websites and installs an executable installation program file onto your computer:

www.workingatmcmaster.ca/jjesc/

www.musa.ca/jjesc.html

Once you install the application, an icon called “MUSA-McMaster JCQ” will be set up on your desktop. The application is user-friendly, guides you through each step and makes completing the JCQ easier. Comments from individuals who have previewed this format include: “What an impressive application.” ; “It is so much easier to complete the JCQ in this format.”; “I especially like that I can electronically preview the JCQ which works especially well with multi-incumbent groups.”.

Features of the MUSA-McMaster JCQ Application:

This format is compatible with Windows operating systems and allows you to:

- create new JCQs
- automatically save your progress by creating a text file on your hard drive
- work on existing JCQs created in this version
- cut and paste text from Word or WordPerfect
- type in expandable text boxes so you’re not limited by space
- share the JCQ amongst multi-incumbents and supervisors
- preview the completed JCQ by emailing participants a copy
- submit the final version electronically (with automatic follow-up for signatures)
- save and keep an electronic copy of the submitted version (no need for paper)
- view the JCQ Instruction Manual and Sample Responses document through a pop-up window
- access on-line “help” information
- easily navigate the JCQ

The JJESC would like to thank Steven Way, Web Services Analyst, Computing and Information Services for his work on developing this application.

For more information, or to review past bulletins, visit the above websites.

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

Sincerely,

The Joint Job Evaluation Steering Committee

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