

Instructions for Downloadable Electronic JCQ

Requirements of the MUSA-McMaster JCQ Application:

Windows operating system
approximately 10 MB of space on your hard drive
internet connection

Features of the MUSA-McMaster JCQ Application:

This format 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
- avoid having to spend any time formatting your document
- 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

Installation instructions:

The electronic JCQ 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.

Installation Directory:

In order for the help and sample links to work properly inside of the application, the JCQ program must be installed to "**c:\musa_mac_jcq**". The application is automatically installed to this directory by the installation package. Help files are located in the "**c:\musa_mac_jcq\help**" directory. The default folder for saved jobs is "**c:\musa_mac_jcq\savedjobs**". If you wish to send a job questionnaire to other participants in a multi-incumbent job then you may find the appropriate

saved file for the job and send it to them as an e-mail attachment. The installation should take up less than 10MB of space on your harddrive.

Navigation Tools:

“HOME” Button:

Clicking on this button takes the user back to the JCQ Application Home screen. From here, the user may create a new questionnaire or open a pre-existing questionnaire.

“QUIT” Button:

The quit button will immediately shut-down the application. Clicking quit should only be done after a user has pressed "Save and Next" or else the data will be lost for the response to the question just being worked on. Hitting the ESC button on the keyboard will also shutdown the application immediately.

“JUMP TO LOCATION.....” Drop-down List:

The drop-down list located at the top of the page will quickly take the user to where they would like to go. This is particularly useful for starting the JCQ, modifying participants, or resuming a questionnaire where it was left off before. The shortcuts jump the user to the first part of the chosen question. For example... suppose a user was working on part 1 of question 7 and realized they wanted to change a response to part 3 of question 1. Using the "Jump to location..." button would take the user to part 1 of question 1 where they would then need to click "Save and Next" to navigate to part 3 of question 1.

“SAMPLE” Button:

Clicking on this button will open up a pop-up internet window that provides you with Sample Responses. The shortcuts jump the user to the samples for the particular question they're interested in. This is a particularly useful feature. If you're working on the JCQ and are stuck on a particular question you can easily reference the samples to gain an understanding of the type of information that is required.

“?” Button:

Clicking on this button will open up a pop-up internet window that provides you with the JCQ Instruction Manual. A Table of Contents is provided and the shortcuts jump the user to specific information about the process and using the program.

“SAVE AND NEXT” Button:

This button allows you to progress through the JCQ. Once you've typed your response to the question on the screen, clicking “Save and Next” will automatically save your responses and will progress you to the next question.

Creating Questionnaires:

Employees working on their own JCQ or supervisors who are responsible for overseeing more than one job may create one or more questionnaires. After the initial title screen, users are presented with the JCQ Application Home screen. From here the user may create a new questionnaire or open a pre-existing questionnaire. New questionnaires may be created/saved in any folder, but the default is “c:\musa_mac_jcq\savedjobs”. Questionnaires are not actually saved to disk until the user presses a "Save and Next" button for the first time. Questionnaires are updated whenever "Save and Next" is pressed.

Opening an Existing Questionnaire:

Users may open a questionnaire that they've started previously, or that was sent to them as an email attachment. After opening a previous questionnaire, users may continue to edit their JCQ as before. Responses are not actually saved to disk until the user presses the “Save and Next” button. Questionnaires are updated whenever “Save and Next” is pressed.

Adding Participants:

Participants are incumbents and supervisors who are responsible for filling out the questionnaire for a given job. When a user first creates a questionnaire, they are taken to the “Participant List” part of the JCQ application. The Participant List is where the participants for a JCQ are entered into the system. This can be done anytime before the submission of the JCQ to the Job Rating Committee. It is recommended that this be done when first starting a JCQ, but the Participant List can be modified at anytime in the process. When adding participants to the questionnaire, all of the information fields should be filled in, especially the Incumbent/Supervisor option, and the length of time in position. To save the information for a participant the "Save and Next Person" button needs to be pressed. Anything else will result in the loss of the information entered for that person. Users will know when a participant has been successfully added to the questionnaire when the number of participants increases as shown by the title on the screen of Participant # of #. If the first number is greater than the second number, then the participant record that is currently being displayed has not been saved yet. The “Remove Person” button will delete the participant information currently being displayed. Accidental deletion of a person cannot be undone, and the user information must be re-entered.

View Participant Summary:

Confirmed or “saved” participants can be seen by selecting the “View Participant Summary” button. Supervisor participants involved in the questionnaire are denoted by the addition of Supervisor after their name. Clicking "Back to Last" from the summary page returns the user to the Participant List page.

Entering Information:

When navigating through the questionnaire, users will encounter a few different types of questions with different ways of responding. People may use the mouse to select/de-select checkboxes, and to select options in radio boxes. Where radio boxes occur, one must be selected and it usually has a default value. Some text boxes have scrollbars to allow for multiple lines of information, while others have a defined viewable area where only short answers are expected.

It is recommended that a hyphen “-” be used to denote bullets. The TAB button on the keyboard may be used to navigate through the page where multiple text boxes are on a screen. Information is saved for a question when the “Save and Next” button is pressed.

Copy/Paste Information:

Some users may wish to copy and paste information from outside programs into the JCQ. Using the mouse for copy and paste does not work inside the JCQ application. However, using the keyboard shortcuts for copying and pasting does work. CTRL-V is used to paste content, and CTRL-C is used to copy highlighted information.

Preview a Questionnaire:

The electronic JCQ is very convenient in that it allows you to work on the JCQ and preview it before it's submitted. Previewing a questionnaire is used to receive an HTML email copy of the questionnaire. It is an exact copy of what would be sent to the Job Rating Committee if “Submit Questionnaire” was pressed. In order to successfully preview a questionnaire, the user must have an active internet connection open. Only the email addresses in the “Email Address(es) to Send Preview To” field will receive a copy of the questionnaire, and not each participant. At least one e-mail address must be in the field.

Submit a Questionnaire:

Submitting a questionnaire is used to send an HTML email copy of the questionnaire to the Job Rating Committee, and to each participant listed in the questionnaire at the email address specified in the Participant List. The questionnaire is coded with a unique number to correlate the given questionnaire to the signature form. In order to successfully submit a questionnaire, the user must have an active internet connection open. Also, an email address identifying who to send the signature form to must be specified in the appropriate field. The signature sheet is only emailed to the one email address during the submission. That person (usually a supervisor) is then responsible to ensure that the signature sheet is appropriately signed by all of the participants and successfully submitted to the Job Rating Committee for proper completion of the job evaluation process.

It is very important that the signature sheet be signed and submitted as soon as possible (no later than one week from the date of submission). The JCQ is not complete without it.

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