

## Position Description Questionnaire (PDQ) Instructions

Form initiator will complete the following sections of the form:

- **Position Details**

JOB TITLE

DIVISION, DEPARTMENT & ORG (MUST include Org) and Reports To: (Title Only)

JOB TITLE: \*   
(30 Character Max)

Current Date:

HR Override:

DIVISION: \*

DEPARTMENT: \*

Reports To: \*   
(Title Only)

ORGN CODE: \*

- **Job Summary or Scope**

What is the fundamental purpose of this position?

- **Essential Job Functions, Duties or Accountabilities:** (List in order of importance the major work activities that usually take up a significant amount of available work time and occur regularly in attaining the fundamental purpose(s) of this position. Consider what would happen if a specific, function was not performed or was assigned to another employee. Focus on what has to be done, not on how it is done. Include an estimate of the percentage of time spent performing each major activity Percentages can add up to less than but not more than 100%.

JOB FUNCTION	PERCENT OF TIME
* <input type="text"/>	* <input type="text"/>

- 

- **Responsibility for Budgets, Revenues and Costs**

Check the activities this position is responsible for in managing budgets, generating revenues, and/or controlling costs

- Develop budget recommendations  Assist in developing new programs/services

- **Impact of Errors: (Explain in Detail)**

- **Qualifications:** The minimum qualifications needed to perform the essential job duties or functions? Qualifications are those skills, abilities, and knowledge that take at least 3 months to attain. Be specific on the period of time necessary to attain a qualification. Qualifications include special training or education, particular experiences, special abilities and skills, and essential physical and mental requirements. If physical abilities are required, state how often

Required Education / Desired Education: (Max of 2 Selections)

<input type="checkbox"/> Read and comprehend instructions, write information and complete simple forms.	<input type="checkbox"/> Bachelor's Degree
	Area of Study: <input type="text"/>

Required Education / Desired Education: (Max of 2 Selections)

Specific Knowledge or Skills (Can group or separate by (R)quired or (D)esired

Licenses, certificates and / or security clearances required for this position

Lifting Requirements (frequently, occasionally or seldom)

- **Physical Demands:** Check any of the physical demands that are required in performing the essential functions. Since some activities are performed at the same time, percentages may add up to over 100%.

- **Job Location and working conditions**

- **Equipment**

Equipment Items: (Can group by frequency or separate)

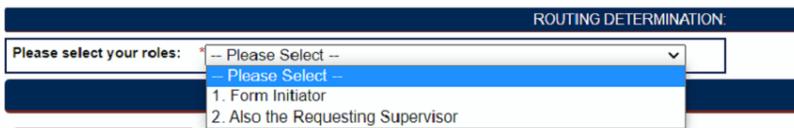
- **Employees to be Supervised**

Supervision Duties

- **Supervision Received**

Frequency of assignments typically given

Frequency of the work discussed or checked by the supervisor



\*\* ROUTING DETERMINATION \*\*

Signature/ Date

Choose 1. if someone else is the Supervisor and  
2. if you are the Supervisor of this position.

After you have submitted, the form will be sent to HR for review and approval. While in HR queue, there may be a few recommended changes where HR will adjust and will be return to Form initiator. Once the PDQ is returned to Form initiator, form initiator will then began to complete the PR (Personnel Requisition).

\*The PDQ cannot be changed after it has been approved by HR.

After you have clicked the Submit Form button, the form will route to HR for review and approval. If changes are necessary, HR will have the option to make them on the form or send it back to the Form Initiator for revision. Once HR has approved, the Form Initiator will receive a notification email and then can proceed with the Personnel Requisition (PR) form.

# Personnel Requisition (PR)

Form initiator will complete the following sections of the form:

*This form entails many details and the form may not be submitted until the form is COMPLETE.*

- **Position Details**

## Position Details

Date:

### HR Use Only

Vacancy Number:  EEO Class:  Pay Grade:

JOB TITLE:

(30 Character Max)

Number of Requested Positions:

Essential Job Functions:

### PERSONNEL REQUEST DUE TO:

Employee Replacement?

DIVISION:

DEPARTMENT:

ORGN CODE:

### REQUESTING SUPERVISOR:

First Name:

Last Name:

Email Address:

SALARY RANGE:  -

NEGOTIABLE:

DATE POSITION IS AVAILABLE:

< (If Negotiable, range will not be posted)

JOB TYPE:

End Date:

FULL TIME (40 HOURS/WEEK)

PART TIME      NUMBER OF HOURS/WEEK:

Duration of Funding:

### PAYROLL FUND NUMBER AND ALLOCATION PERCENTAGE:

FUND	PERCENT
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Add More:

TOTAL PERCENTAGE:

*\*You will need to attach the PDQ that was approved by HR to this PR.*

**Attach Position Description Questionnaire (PDQ)**  No file chosen

*Files over 25 MB will not be accepted*

- **Recruiting Method**

## Recruiting Method

**FUND NUMBER FOR ADVERTISING AND POSTAGE COSTS:**

- |   |   |
|---|---|
| <input type="checkbox"/> Internal Department (5 days) | <input type="checkbox"/> Internal Campus (7 days) |
| <input type="checkbox"/> Open Recruiting              | <input type="checkbox"/> Concurrent Posting       |
| • 7 days on campus then off campus                    | • Attach memo explaining need for posting         |

Memo:  No file chosen

*Files over 25 MB will not be accepted*

**ADVERTISEMENT:** (Please list newspapers, professional journals, conferences, websites and other media where this position will be advertised)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> El Defensor Chieftain | <input type="checkbox"/> Santa Fe New Mexican              | <input type="checkbox"/> Albuquerque Journal |
| <input type="checkbox"/> HigherEdJobs.com      | <input type="checkbox"/> The Chronicle of Higher Education | <input type="checkbox"/> Las Cruces Sun      |

Other:



**\*\* ROUTING DETERMINATION \*\***

Signature/ Date

After you have signed, it will begin circulating to appropriate departments, VP, Budget, HR, AA, President's Office etc. Once it is fully approved it will be sent to HR where HR will begin to write up the announcement and the announcement will be posted ( The draft will no longer be sent to supervisor for approval as HR will post exactly what is on PDQ).

Before it makes it back to HR you can send a PDF file of PDQ to HR.

### ROUTING DETERMINATION:

**Please select your roles:**

4. Supervisor, Dept Head and Division Director/VP

-- Please Select --

1. Form Initiator

2. Also the Requesting Supervisor

3. Supervisor and Department Head

4. Supervisor, Dept Head and Division Director/VP

**Form initiator:**

**Also Requesting Supervisor:**

**Also Department Head:**

**Also Division Director / VP:**