

From: Patrick Dean Kelly
Sent: Friday, January 07, 2011 3:01 PM
To: Patrick Dean Kelly
Subject: Administrative Staff Compensation Plan Comprehensive Review-2 weeks left

Good Afternoon-

You have only 2 weeks left- Where are you with your JAQ?

- If you have not done so, schedule time with your supervisor to review your JAQ.
- Write your JAQ. The NEW tool can be found at:
<http://www.bgsu.edu/downloads/execvp/file89784.doc>
- Do **not** wait until the last day! Turn your JAQ into your supervisor between now and January 21, 2010. This provides additional time for your supervisor to complete Sections I-K of the JAQ. Please remember, your supervisor may have several staff members submitting JAQs.

If you were not able to attend training on "The Mysterious JAQ- how to Write it", you can still view the video version at:

http://www.bgsu.edu/offices/ohr/compensation/adm_staff/page89800.html

Just go to the bottom of the page and click on "HERE". You will need your BGSU user ID and password.

Any questions, contact Pat Kelly pdkelly@bgsu.edu or Leslie Fern lfern@bgsu.edu

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