

City of Chattanooga

Job Analysis Questionnaire (JAQ) Completion Timeline

- Employee Communication Meetings – January 3, 4, 5
 - Explain the JAQ process to employees
 - Answer questions
- Completion of JAQ by employees
 - Due to supervisors by January 12
 - JAQ to be available on line
 - Fill out JAQ on line and save the document
 - Email completed document to your supervisor
 - JAQ may be filled out by hand and given to your supervisor
- Supervisor collects JAQs by January 12
 - Reviews JAQs
 - Follows up on any missing JAQs from employees
 - Sends group signature forms and JAQs either electronic or hard copy to manager/division head by January 19
- Manager/Division Head collects JAQs by January 19
 - Reviews JAQs
 - Follows up on any missing JAQs from supervisors
 - Sends group signature forms and JAQs either electronic or hard copy to department head by January 26
- Department Head collects JAQs by January 26
 - Reviews JAQs
 - Follows up on any missing JAQs from managers/division heads
 - Sends group signature forms and JAQs either electronic or hard copy to Personnel Department at JAQ@mail.chattanooga.gov by February 2
- Personnel collects JAQs by February 2
 - Reviews JAQs
 - Follows up on any missing JAQs from department heads
 - Sends group signature forms and JAQs either electronic or hard copy to Segal by February 9