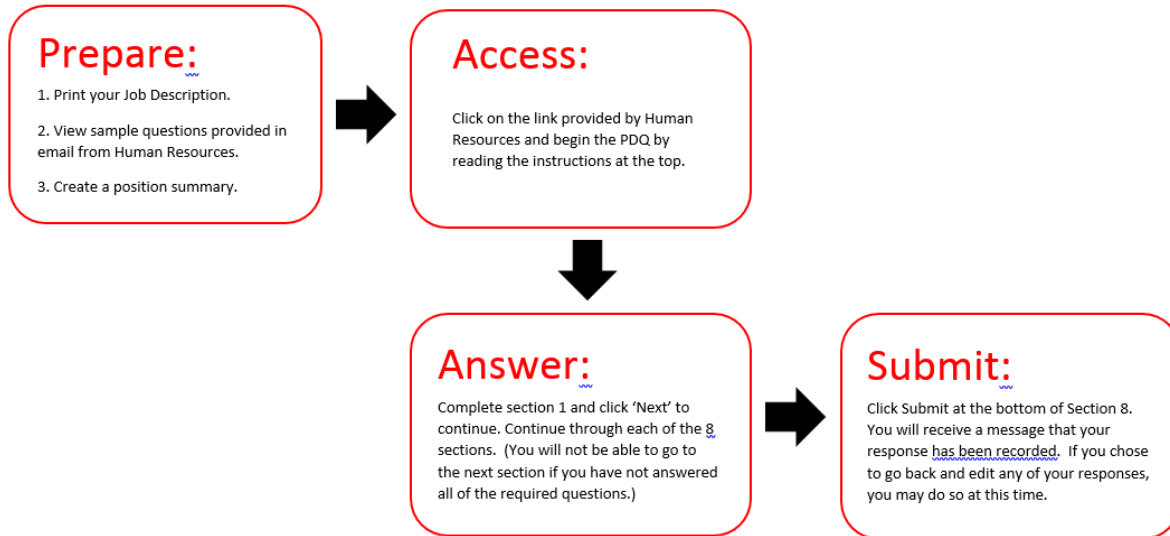


From: [Brock, Kacey](#)
To: [Brock, Kacey](#)
Subject: test
Date: Thursday, April 20, 2017 2:26:33 PM
Attachments: [image002.png](#)

Good morning,

The PDQ link is now available for you to access: PDQ.link. Remember, do not begin if you cannot spend at least 30 minutes to complete. If you close the page before submitting, answers will not be saved.



Notes concerning the PDQ:

- **Submitting the PDQ:** The PDQ will not be complete or saved unless you click "Submit" at the end of the questionnaire. Once submitted, you will see a message that states that your responses have been recorded. You will have the option at that time to edit responses.
- **Your supervisor will receive a copy of your responses.** If there is a disagreement about anything in the PDQ between the employee and the supervisor, every effort to reconcile the differences should be made before the supervisor submits the approval form to HR. Ultimately, the supervisor determines the duties and qualifications for a position.
- **The supervisor will send the supervisor approval form to Human Resources.** Human Resources will review the questionnaire information and approval form to ensure fairness and accuracy and compliance with all applicable laws.

Kacey Brock

Human Resources Generalist

kacey.brock@tvcc.edu

ph 903-675-2645

fx 903-675-6248

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu.