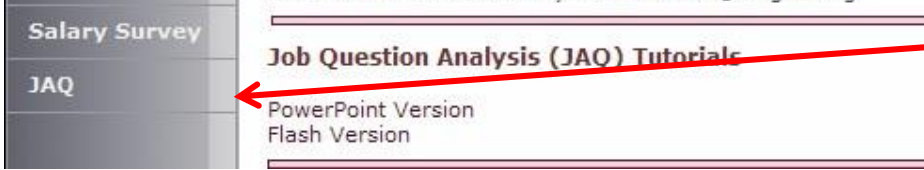


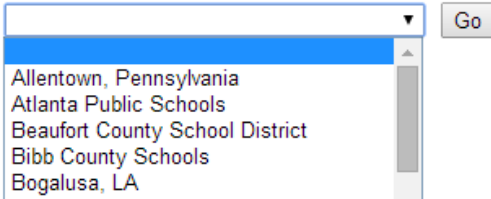
JAQ Completion Tip Sheet

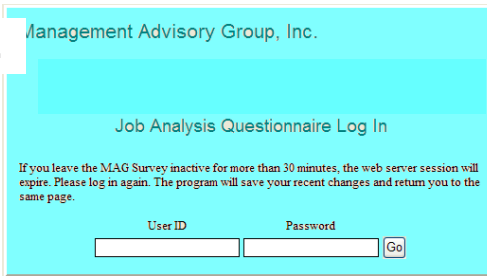
[Visit www.maginc.org](http://www.maginc.org) – NOT A SHORTCUT

1. 

Click the JAQ button to access your Job Analysis Questionnaire

2. Job Analysis Questionnaire Organizational Log In
Select Your Organization from the Drop-down List:



3. 

Enter your individual User ID and Password – they are the same

User ID: Employee ID#

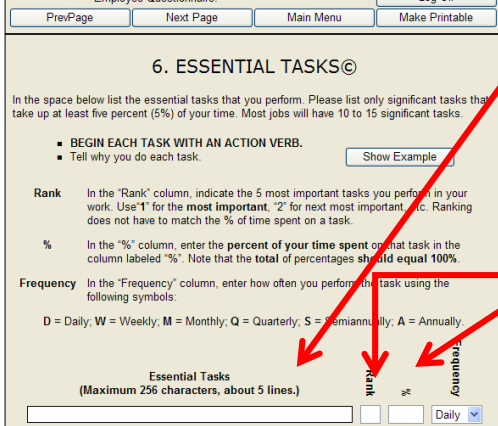
Password: Employee ID#

4. Go to the Employee Screen and at the bottom select your supervisor from the drop down lists



Select Supervisor from list

ESSENTIAL: SET SUPERVISOR

5. 

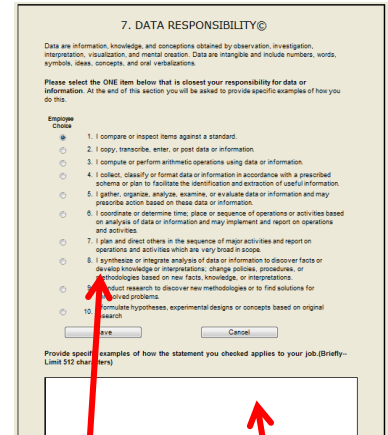
List Essential Tasks

Enter Task Statements

Rank order of Importance

% of time spent on task

6.



Select the ONE that is closest

Give examples from your work

- **BE SURE TO CLICK SAVE AFTER COMPLETING EACH PAGE**
- Each box on the Main Menu must be checked before you can click FINISH.
- Only Saved Pages will show a check in the box.