Position Description Questionnaire (PDQ)
Choices in Drop Down Items

If you prefer to complete the PDQ manually with paper and pen/pencil, will need the guide below to the choices in the drop down menus.

**Item 5: Essential Duties** (page 3)

In the column labeled “Frequency” the choices are:

D = Daily
W = Weekly
M = Monthly
Q = Quarterly
A = Annually
O = Occasionally

**Item 10 Machines, Tools and Equipment** (page 5)

In the column labeled “Time” the choices are:

Infrequently <10%
Seldom 10%-25%
Moderately 25%-50%
Frequently >50%

**Item 12 Physical Factors** (pages 7 and 8)

In the column labeled “Frequency” the choices are:

Never
Infrequently <10%
Seldom 10%-25%
Moderately 25%-50%
Frequently >50%

In the column labeled “Importance” the choices are:

Never
0 – Not Important
1 – Somewhat Important
2 – Very Important
3 – Extremely Important
**Item 13 Working Conditions** (page 8)

In the column labeled “Time” the choices are:

- Never
- Infrequently <10%
- Seldom 10% -25%
- Moderately 25% -50%
- Frequently >50%