

---

## Reminder to Complete the Position Description Questionnaire

---

**05.02.2022**  
***Campus Digest***

The [Position Description Questionnaire](#) is open and ready for your responses.

A critical component of the Total Compensation Study is to properly define, categorize and title the administrative and professional staff jobs at Oberlin College. In order to do so we need your cooperation in completing the Position Description Questionnaire. A hardy “thank you” to those who have been able to login and get started last week. However, a significant number of staff have not yet logged into the system.

A "Getting Started" resource page, training videos and slides are available on the [Total Compensation Study website](#).

Upon your first visit to the PDQ site you will select "Recover Password?" and enter your Oberlin College email address. The answer to the "Security Question" is **Oberlin College and Conservatory**.

Any issues in using the site or logging in can be sent to our support team at [HRSurveySupport@oberlin.edu](mailto:HRSurveySupport@oberlin.edu).