

Classification Review Form

Ready Set Go

May 26, 2025

Submit a Classification Request

If you are a HR Manager, HR Officer, or HR Coordinator, you can use this online service to submit a Webform and request a Classification Review. This service replaces the Position Questionnaire Form Checklist.

Using this Webform, you can submit a Classification Request for the following types of positions:

- A New (Permanent) position
- A New (Temporary) position
- An Existing position

Once the type of position has been identified, you can select the appropriate service request or PQ pathway as follows:

- Identical Position
- New / Unique Position
- Changed Position
- Update to File

What do I need in order to submit a Classification Request Form?

Before you begin, you must ensure that you have the following documents ready to be uploaded:

- Microsoft Word Version of the Position Questionnaire (PQ) Form
- Scanned PDF Version of the Signed PQ (for encumbered positions)
- Completed / Signed PDF version of the Employer Certification Signature Form
- Organizational Chart for the Position

For New Positions in Civil departments / agencies, you must be prepared to provide the following:

- Department Code
- Location Code
- Supervisor's Name
- Supervisor's Position Number

For New Positions in Health PEI, you must be prepared to provide the following:

- Proposed Position Number

If you select the "Identical Position" service request / PQ pathway, you must also be prepared to identify the following:

- Position number of the Identical Position
- If the Identical Position has been previously reviewed
- The year that the Identical Position was previously reviewed

NOTE: this information provides accountability and assurance that the position identified as being "identical" has been classified by the PSC and not matched to an existing position that has never been reviewed.

Partially completed Webforms cannot be saved.

How long will it take to complete this online form?

It will take you approximately **3 minutes or less** to complete the form and upload the required documents.

What happens when I complete all of the required fields?

After you select the “Acceptance” and “I’m not a robot” you can preview your submission before you submit it. If any required fields are not completed the webform will direct you to complete these fields.

After you submit the request, you will receive a confirmation e-mail with a Webform Service ID + Submission ID (i.e. 4279-#####).

The form cannot be saved but there is an option to print once completed.

How long will it take to process my request?

The target turnaround times to process the Classification Request varies according to the type of service request or PQ pathway as follows:

- *Identical position* – **2 working days**
- *Update to file* – **2 working days**
- *New /Unique or Changed Position* – varies according to urgency of the request:
 - **Critical – 5 working days** (critical is defined as requiring immediate attention and action. Delay in service may significantly impact business operations, safety, compliance or service delivery and may result in serious consequences)
 - **Urgent – 10 working days** (urgent is defined as requiring prompt attention and may affect team operations or deadlines but is not business critical such as upcoming staffing needs, service delays affecting some users, or delays in project launch or program funding)
 - **Routine – standard service in accordance with collective agreements** that can be addressed as part of the regular workflow and planning:

- Excluded – 45 days
- UPSE Civil / Health – 45 days
- IUOE – 60 days
- PEINU – 45 days
- CUPE Education – 30 Days

Webform Service Link

The Classification Request Webform can be found at the following link:

<https://services.princeedwardisland.ca/en/service/classification-request-form>