
FAQ Classification Review Form

May 26, 2025

Q1: What is the purpose of the Classification Review Form, and when should I use it?

The Classification Request Webform replaces the previous Position Questionnaire Form Checklist and is designed to streamline the position classification process by guiding users through different service pathways based on the nature of their request. You should use this form when you need to update an existing position file with minor changes, submit an identical position for classification, or create or modify a new or unique position.

Q2: What general information is required when submitting the Classification Review Form?

Regardless of the service pathway you choose, you will need to provide your contact information (Name, Position, Telephone Number, Email Address) for potential follow-ups. Additionally, the initial section of the form requires details about the position(s) requiring classification services, including the Type of Position, Department / Agency, Department Code, Location Code, Supervisor Name, Supervisor Position Number, Proposed Position Number (for Health PEI), whether or not the position is vacant or encumbered, and the Type of Service Request.

Q3: What are the steps involved in using the "Update to File" service pathway, and what is the typical processing time?

The "Update to File" option is for minor administrative changes to an existing position. The steps involve listing the minor changes, uploading the updated organizational chart, and submitting the Webform. The typical processing time for this pathway is 2 working days but it can vary depending on service volumes and peak times.

Q4: How do I submit a request for an "Identical Position," and what is the expected processing time?

To submit a request for an "Identical Position," which is for a new position that identically matches an existing position that has already been classified, you need to enter the position number of the existing identical position. You also need to indicate whether the position has been previously classified and the year that it was previously classified. This provides 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. After completing the Webform, you would upload the organizational chart for the new identical position. The processing time for an identical position is typically 2 working days or less but it can vary depending on service volumes and peak times.

Q5: When should I use the "New Unique or Changed Position" pathway, and what steps are involved?

You should use the "New Unique or Changed Position" pathway when you are creating a new position or when an existing position has significant changes that require classification. The steps involved are: determining if comparable positions exist (and listing them if they do), assessing if other positions will be impacted (and describing the effect if they are), providing any other relevant information, assigning a priority level (Critical, Urgent, or Routine), uploading required documents (Organizational Chart, Employer Certification Form, Position Questionnaire (PQ)), and submitting the Webform.

Q6: What are the processing times associated with the priority levels in the "New Unique or Changed Position" pathway?

The processing times for the priority levels in the "New Unique or Changed Position" pathway are as follows: Critical (5 working days), Urgent (10 working days), and Routine (standard processing time in accordance with collective agreements). Expectations to be adjusted during peak times and based on the quality of the submission.

Q7: What are the key submission guidelines I should be aware of when using the Classification Review Form?

Before submitting the form, ensure all required fields and documents are completed. You can preview and print the completed form for your records. Make sure all documents are ready to upload before you start filling out the form, as it cannot be saved. Upon submission, you will receive a Webform Service ID number + Submission ID number (i.e. 4279-#####), as well as an email confirmation. The form will be automatically sent to the PQ submission email and received directly by classification staff.