

Indiana University

POSITION INFORMATION QUESTIONNAIRE (PIQ)

Identifying Information

Campus ID _____ Incumbent Name _____
 HRMS Position # _____ Position Title _____
 Department ID _____ Supervisor Name _____
 (e.g., BL-BUS, IN-MED)

Position Purpose

Describe the primary purpose of the position - principal, main, major or most important duty that the position/incumbent performs. Provide 2 - 3 descriptive, concise sentences. Do not attach additional material.

Indicate the percentage of time associated with the primary duty _____%

Education, Experience, and Certification

What is the job-related education, experience, and certification necessary for the position?

Education & Experience	Minimum Qualifications
Education: specify degree and degree specialty, if any.	
Experience: specify years and type of experience, in addition to degree.	
Equivalency: specify years and type of experience and education that can be substituted for degree, if any.	
Certifications or licensure:	

Does incumbent possess required education and experience? ___Yes ___No
 Does incumbent possess required certification/license, if any? ___Yes ___No
 If no, does incumbent possess qualifications as indicated in equivalency? ___Yes ___No
 If no, indicate how the employee's qualifications differ:

Supervision

Does the position/incumbent manage a distinct department or division? ___Yes ___No
 If yes, number of employees supervised: full time _____ part time _____.

If 2 or more employees are supervised, please indicate supervisory responsibilities as below:

Responsible for	Yes	No	Responsible for	Yes	No
▪ Interview, select and train	<input type="checkbox"/>	<input type="checkbox"/>	▪ Hire/fire	<input type="checkbox"/>	<input type="checkbox"/>
▪ Set and adjust rates of pay and hours	<input type="checkbox"/>	<input type="checkbox"/>	▪ Recommend hire/fire	<input type="checkbox"/>	<input type="checkbox"/>
▪ Direct work	<input type="checkbox"/>	<input type="checkbox"/>	▪ Appraise performance	<input type="checkbox"/>	<input type="checkbox"/>
			▪ Monitor or implement legal compliance	<input type="checkbox"/>	<input type="checkbox"/>

Supplemental Job Duties Information

Indicate whether the incumbent performs job duties as below through the application of independent judgment and discretion in matters of significance. For each 'yes' response, provide a concise, descriptive example which indicates this application of judgment and discretion.

Does the incumbent:

1. Formulate, affect, interpret, and/or implement management policies or operating practices? __Yes __No

Example: _____

2. Carry out major assignments in conducting the operations of the business or perform work that affects business operations to a substantial degree? __Yes __No

Example: _____

3. Have authority to commit IU in matters that have significant financial impact? __Yes __No

Example: _____

4. Have authority to waive/deviate from established policies/procedures without prior approval? __Yes __No

Example: _____

5. Provide consultation or expert advice to IU management? __Yes __No

Example: _____

6. Participate in long- or short-term planning of IU business objectives? __Yes __No

Example: _____

7. Investigate and resolve matters of significance on behalf of IU management or represent IU in handling complaints, arbitrating disputes, or resolving grievances? __Yes __No

Example: _____

8. Conceptualize or create IT applications/structures/systems? Yes No

Example: _____

Signatures

Certification that the information provided is accurate and reflective of the work performed by the position and the incumbent:

Form Completed by _____ Date _____
(printed name & signature)

Management Approval _____ Date _____
(printed name & signature)

Organizational Relationships

Include detailed organizational charts which show the organization and the relationships above and below this position. Include names, titles, and position numbers of appointed positions.