



POSITION INFORMATION QUESTIONNAIRE

The **Position Information Questionnaire (PIQ)** should be used for (1) reclassifications or (2) creating a new position or (3) when a vacant position is re-evaluated. The package to evaluate a position should also include a **Staff Position Transaction Form** with appropriate management and budget approvals, an **organizational chart** showing where the new or reclassified position will fit in the structure, and a **job description** that captures the changes in the reclassified position or the essential duties of the new one.

To develop a job description, refer to "Instructions for Completing a Job Description". For reclassifications, highlight the responsibilities that have changed or the additions in the job description.

Position Information

Please Check One of the Following:

- | | |
|-----------------------------------|--------------------------|
| New Position | <input type="checkbox"/> |
| Reclassification | <input type="checkbox"/> |
| Vacancy (requiring re-evaluation) | <input type="checkbox"/> |

Reclassification

Current Position Title: _____
Proposed Position Title: _____
Proposed Salary Grade: _____
Incumbent(s) in Position: _____

New Position

Proposed Position Title: _____
Proposed Salary Grade: _____

Position Information Questionnaire

1. Please explain the primary objective of the position. If there are new duties indicated for this position, what position was performing them before? If a responsibility has been dropped, what position is doing it now? Explain briefly.

2. If there is a financial component in the responsibilities of this position, please indicate the size of the budget, and/or the number and amount of grants, etc.

3. Please identify the minimum education and experience requirements for this position.

4. Please list any licenses, certificates, or registrations that are required to perform the essential duties of this position.

5. Please comment on the work environment and any specific physical demands such as lifting requirements needed to perform the work.

6. Please feel free to add any additional information, or aspects of this position that will help in describing this position.

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7. Describe the interaction this position has with other positions, units or sections within the department, the University and outside the University as well.

8. Describe the skills necessary to satisfactorily perform the work of this position such as computer skills, technical or scientific expertise needed or preferred.

9. Is this position authorized to hire, discipline, counsel or terminate UMDNJ employees or does the position make recommendations?

10. Does this position evaluate and sign off on the performance appraisal or does the position provide input on the performance appraisal?

11. Include any additional information, which you think will help in evaluating this position.

Supervisor's Name:	Extension:
Job Title:	
Signature:	Date: