



**Office of Human Resources**

**POSITION INFORMATION FORM (PIF) - NONEXEMPT EMPLOYEE**

A Position Information Form is a description of an employee's actual job duties and the minimum level of education and/or experience typically required to perform those duties with acceptable competence. It is not an evaluation of an employee's performance on the job. Rather, it is a form of communication between the employee and the supervisor. The employee or the employee's supervisor may complete the form. When completed, it must be signed by the employee, the employee's supervisor, and the department head, and must be kept on file by the supervisor. A copy should be forwarded to the Office of Human Resources for its records.

**Part I: Employee & Job Information**

**1. Employee Information:**

Position Title	Division/Department/College:
Incumbent:	Incumbent Telephone:
Supervisor:	Supervisor's Title:

**I. General Purpose of the Job:**

This should be a summary statement. This summary statement addresses the purpose of the position and the reason it exists within the department. It should be brief.

**II. Essential Functions:**

Please list the specific duties that the incumbent performs and the approximate time spent on each duty. Indicate the duties that are most important or consume the most time first, followed by less critical or time-consuming duties. The percentage of time spent on each duty should be indicated in the box on the right side of the table. Percentages should total 100%.

These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

JobDuty	Percentage of Time
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1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**III. Minimum Qualifications**

The minimum qualifications refer to the minimum level of education and/or experience that is required of an employee in order to be able to perform the essential duties indicated above, with reasonable competency.

**Education:** (e.g. high school diploma, associate degree, bachelor degree, etc)

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**Experience:** (number of years)

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Certification: (whether the job requires certification under the law)

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IV. Comments:

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Completed by: (Supervisor and/or Employee)	Date
Approved by: (Supervisor)	Date
Approved by: (Department Head)	Date