Human Resource Services FORM RESOURCES

Human Resource Services, 207 Old Main, One John Marshall Drive, Huntington, WV 25755 Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu

POSITION INFORMATION QUESTIONNAIRE (PIQ) ROUTING SHEET

R	LOCK	AΤ	RIGHT	IS.	RESER\	/FD	FOR	HII	MAN	RESC	LIRCE	SFR\	/ICES	DATE	TIME.	STAP	MP

This form is used to transmit a Position Information Questionnaire (PIQ) by Human Resource Services to the department employing the classified employee who is the subject of the PIQ. The employing department is allowed 30 working days
in which to complete the review of the PIQ, make desired annotations, and sign and date the appropriate spaces on this
routing sheet and on the last page of the PIQ and return the PIQ to Human Resource Services. Marshall University
Human Resource Services Policy MU-HR-40, Timeline for Completion and Processing of PIQ, governs this process.
This policy may be viewed on the web at: http://www.marshall.edu/human-resources/poly/MU-HR-40.pdf .

Name of Employee	
Employing Department	
First-Level Supervisor	
Supervisor's Address	

The <u>First-Level Supervisor</u> is requested to review the PIQ and make any annotations to it that he/she deems necessary, then <u>sign and date the PIQ</u> in the appropriate space on the <u>last page of the PIQ</u> and sign and date the space next below on this form. Then the PIQ should be forwarded to the Second-Level Supervisor.

on this form. Then the Fig. should be forwarded to the occord bever oupervisor.							
First-Level Supervise	or's Signature						
Printed Name							
Date Received			Date Forwarded				

The <u>Second-Level Supervisor</u> is requested to review the PIQ and make any annotations to it that he/she deems necessary, then <u>sign and date</u> the <u>PIQ</u> in the <u>appropriate space on the last page of the PIQ</u> and sign and date the space next below on this form. Then the PIQ should be forwarded either to Human Resource Services or to the responsible Vice-President's office according to departmental policy.

Second-Level Super	visor's Signature		
Printed Name			
Date Received		Date Forwarded	

If department policy requires that the responsible <u>Vice President</u> review and sign the PIQ, and if that Vice President is not the Second-Level Supervisor, then the responsible <u>Vice President</u> is requested to review the PIQ and make any annotations to it that he/she deems necessary, then <u>sign and date the PIQ somewhere on the last page of the PIQ</u> and sign and date the space next below on this form. Then the PIQ should be forwarded to Human Resource Services.

oight and date the op	add floor bold if dir till	0 1011111 1111011 111	o i ia diloala bo loi ilaiada	a to Trainair Ttoocarco Corricco.
Vice President's Sign	nature			
Printed Name				
Date Received			Date Forwarded	

HR-SERV-FORM-69 V021109