

Staff Salary Recommendation Form

Approval from HR must be obtained before making any salary commitment to a candidate

*See posting in PARS to complete information below.

Candidate's Name:					
Department:					
*Job Title:				*Requisition #:	
*Grade:		*Position #:		Requested Salary:	\$
Proposed Hiring Date: <small>(A criminal background check must be complete prior to start date)</small>					
Education required for the position:			Education the candidate holds:		
DIRECT Experience required for the position:			DIRECT Experience the candidate holds:		
Are there employees within the Department/Office in this job who are below the requested hiring salary? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <p style="text-align: center;"><i>If yes, Please submit a separate document indicating justification for the higher salary.</i></p>					
Other comments:					
Is there budget in the department to cover the salary?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIRING MANAGER:				DATE:	
<i>Prior to offer, Human Resources must approve this form. The College will not honor any unauthorized offer.</i>					
Approved Salary:	\$	% of midpoint:			
HR Notes:					
Human Resources Approval:				Date:	