

## 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:							
(A criminal background check must be complete prior to start date)							
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; font-style: italic;">If yes, Please submit a separate document indicating justification for the higher salary.</p>							
Other comments:							
Is there budget in the department to cover the salary?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
HIRING MANAGER:						DATE:	
Prior to offer, Human Resources must approve this form. The College will not honor any unauthorized offer.							
Approved Salary:		\$		% of midpoint:			
HR Notes:							
Human Resources Approval:						Date:	