

**Justification for Starting Compensation Rate**

Use this form to justify and document starting offers for classified positions – both external hires and internal promotions.

School/Dept: \_\_\_\_\_

Routing: First 1/3: Budget Office, HR

Admin Unit: \_\_\_\_\_

Mid 1/3: Budget Office, HR, \*, VP, HR

Account Number: \_\_\_\_\_

Top 1/3: Budget Office, HR, \*, VP, President, HR

HRS Position Number: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

**\_\_\_ Offer in the first 1/3 of the classified position's salary range.**

I authorize HR to offer the candidate a starting rate of \$\_\_\_\_\_ per Year, or  
\$\_\_\_\_\_ per Month, or \$\_\_\_\_\_ per Hour.

Check One:

\_\_\_ The candidate meets the minimum requirements for the position and this offer is at the minimum rate for the position.

\_\_\_ The candidate has job-related education, experience and skill exceeding the minimum requirements of the position and this offer is commensurately higher than the minimum rate.

Use the back of this form, or attach additional pages, to document how the candidate's education, experience and skill exceeds the minimum requirements for the position. Send completed packet to the Budget Office.

**\_\_\_ Offer in the middle 1/3 of the classified position's salary range.**

I request that HR be authorized to offer this candidate a starting rate of \$\_\_\_\_\_ per Year, or  
\$\_\_\_\_\_ per Month, or \$\_\_\_\_\_ per Hour.

Check One:

\_\_\_ The candidate has job-related education, experience and skill equivalent to those of individuals in similar positions who are considered to be "mid-career."

\_\_\_ An unusual market condition has put a premium on the knowledge and skills required to be successful in this position.

Attach complete documentation to support your request. Send completed packet to the Budget Office.

**\_\_\_ Offer in the top 1/3 of the classified position's salary range.**

I request that HR be authorized to offer the candidate a starting rate of \$\_\_\_\_\_ per Year, or  
\$\_\_\_\_\_ per Month, or \$\_\_\_\_\_ per Hour.

Attach a detailed explanation of the unusual circumstance which prompted your request and complete documentation for the need to offer a starting rate of this magnitude. Send completed packet to the Budget Office.

Account Manager: \_\_\_\_\_ Date \_\_\_\_\_

For Budget Office Use Only: \_\_\_\_\_ Sufficient Funds \_\_\_\_\_ Insufficient Funds – BAF required

Budget Office: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

\* Dean/Other approval as required by School/Unit \_\_\_\_\_ Date \_\_\_\_\_

Vice President: \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date \_\_\_\_\_