

University Services Hiring & Salary Approval Request Form

Section 1	Job Code: _____ Job Title: _____							
	Department: _____ Unit: _____							
	Job Posting ID: _____ Supervisor: _____							
	Name of Finalist: _____ Finalist Email: _____							
	Please list all interviewed candidates.							
	<table border="1"><thead><tr><th>Interviewee</th></tr></thead><tbody><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></tbody></table>	Interviewee						
	Interviewee							
Please note: Teamster offers made at step 1 do not require USHR Director approval.								

Section 2	Starting Salary Recommendation: Job Code Salary Range Min: Mid: Max:
	Salary Justification: Include justification on starting salary. Should include 12 month average salary in position as well as comparisons to others in same job code within University Services (or DPS or UHS, if applicable). To request this information, please work with you U Services HR Consultant.
	Previous Incumbent: Name: _____ Base Salary: _____

Section 3	Send this form to your USHR Generalist to route for electronic signatures.
	Approvals: AVP: _____ USHR Director: _____