

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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Interviewee</th> </tr> </thead> <tbody> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </tbody> </table>	Interviewee							
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Section 2	<p>Starting Salary Recommendation: Job Code Salary Range: Min: Mid: Max:</p> <p>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.</p>
	<p>Previous Incumbent: Name: _____ Base Salary: _____</p>

Section 3	Send this form to your USHR Generalist, <u>along with the finalist's resume</u> , to route for electronic signatures.
	<p>Approvals:</p> AVP: _____ USHR Director: _____