



## HIRE ABOVE ENTRY PAY JUSTIFICATION FORM

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Use this form to justify hiring a new classified employee above the entry pay for the job in accordance with Civil Service Rule 6.5g. Candidates must have outstanding qualifications and exceed the minimum job requirements defined by Civil Service in their job specifications. HRM may have to alter or disapprove the proposed rate in some cases (e.g. if other inequities are created); if so, the department will be contacted. Departments are encouraged to contact HRM's Compensation Section at 578-8200 before submitting this form.

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

Title of Job: \_\_\_\_\_

Department: \_\_\_\_\_

Proposed Pay Rate: \_\_\_\_\_

Candidate's extraordinary education and training (attach transcript/diploma if applicable):

\_\_\_\_\_

Candidate's extraordinary experience:

\_\_\_\_\_

Results of reference check (include organization checked) and who in the department verified the candidate's credentials:

\_\_\_\_\_

\_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### To be completed by HRM

Compensation Pay Rate Approved: \_\_\_\_\_

Impact on other jobs, if applicable: \_\_\_\_\_

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