

SALARY RECOMMENDATION FORM

Please complete this form, review with department/division personnel necessary for approval, obtain approvals, and forward to your HR consultant. In addition, please include your division's most recent Organization Chart and [Internal Equity Analysis Sheet](#).

This request is for a: New Hire	Requisition number/title:
Department Name:	Position Number:
Division Name:	Division Number:

Information Regarding New Hire/Employee

Name:	Incumbent EIN:
Current Job Title:	Job Code:
New Existing Title:	Grade:

Business Justification

Please provide a brief summary of the organization need or business justification for this salary request.

Summary of New Hire/Employee Skillset/Experience

Internal Equity Analysis

Provide information for employees in the same classification or other relevant classifications in your agency including job title, job code, pay grade/pay plan, date of hire, education, related work experience, current salary, and any other additional experience. This should be submitted as a separate document along with this form.

Please list other job titles that you feel are comparable to this job:

Impacts, Concerns, Additional Comments

Provide any additional information that would help us to better understand this position.

Agency Salary Analysis

Current Salary: Agency Salary Recommendation:
Grade: Salary Plan:
Minimum: Midpoint: Maximum:

Division Approval

By providing approval and electronically signing below, this certifies that I agree with this salary recommendation request.

Immediate Supervisor Signature

Fiscal Manager or Designee Signature

Division Director or Administrator Signature

