



**Request for Salary Above Minimum Guidelines**

An individual who is exceptionally qualified (has training and/or experience which significantly exceeds the minimum training and experience established for the position) may be hired above the minimum of the market title.

Prior to making a salary offer, you must submit a [Request for Salary Approval](#) through the [HR Ticketing System](#).

To help you with your salary request please use the guide below.

1. Does the applicant exceed minimum advertised requirements? Yes No
  
2. Will the requested salary create equity problems with others in the same classification within your department? Yes No
  
3. Was this position difficult to fill? Yes No
  
4. How long was it advertised? \_\_\_\_\_ months
  
5. How many people were interviewed? \_\_\_\_\_
  
6. Is this position in a highly specialized field? Yes No
  
7. Does the applicant possess education, training, experience, skills, certifications that are unique to the position? E.g. Banner Training, Peoplesoft experience Yes No
  
8. Is the applicant current making above the minimum posted salary? Yes No

Candidate Name:

Employer	Years Experience	Months Experience

<b>Job Duty</b>	<b>How does the candidate experience align with the duty?</b>

**Final Request**

Starting Salary	<i>e.g. \$41,805.</i>	
Requested Salary	<i>e.g. \$48,075.</i>	
Minimum qualifications:	<i>E.g. Masters degree in Student Personnel Services or related field, or bachelor's degree and 2 years related experience.</i>	
Years of education above minimum	<i>e.g: 2 years</i>	
Years of directly related experience above the minimum	<i>e.g. 1 year</i>	
Percentage over minimum offering	<i>15%</i>	