

Date:

Department of (Dept or Agency Name)
Documentation for Salary Decisions

Information: This form should be completed with all salary recommendations for compensation approval at all steps (e.g., Initial Hire, Promotion, and Work Out of Class - **PLEASE UNDERLINE ONE**). Any relevant available information should be included. A resume should always accompany this form.

Candidate:

Hrly Rate/Step Requested:

Current State Employee? Y / N

Current Class & Salary with State:

Classification

Salary Range/Comp code:

Class Option (if applicable):

Division/Location:

Candidate's Qualifications

Education:

(Compare degree and other requirements of the new job versus the education of the candidate.)

Experience:

(Compare related experience requirements of the job versus the experience of the candidate.)

Certification/Licensure:

(Compare certification and licensure requirements of the job versus the certification and licensure of the candidate. Also compare certification and licensure of the candidate to others in similar jobs where relevant for internal equity purposes)

Specialized skills:

(Does the candidate possess any related specialized skills above and beyond what the position requires that are of value to the position?)

Internal Equity

Salaries and experience comparisons of current employees in this classification:

(Compare the years of related experience and education of others in the class or series to that of the candidate. If necessary attach a separate sheet or use a chart to illustrate-see memo dated March, 2008)

Name	Nbr of Yrs of Related Experience	Education Background	Current or Proposed Step/Rate

Agency Past Practice:

(What has been your Agency's practice upon hire or promotion as it relates to setting salaries?)

Recruitment Efforts

Availability:

(Number of applicants and the number of applicants who met the minimum qualifications for this position or any other relevant information on availability i.e.; training consideration or other conditions)

Market Data

External Labor Market:

(Note: Care must be given to the consideration of this data due to validity of the information and its application to the situation.)

Date of next scheduled anniversary increase (For promotion):

*Reinstatement, Recall from Layoff, Transfer, Demotion, Mobility - These HR transactions normally do not require documentation for the step/rate placement decision. Provisions for setting the salary on these appointment types are spelled out in Minnesota Statute, Personnel Rules, Administrative Procedures or the collective bargaining agreement or compensation plan covering the position. It is recommended the form be completed in any situation where the salary may later be in question regardless of the appointment type.