

STARTING SALARY REQUEST FORM
Justification for Salary Offers above the Minimum Posted for the Position

This form must be completed and approved before an offer can be made to the job candidate.

Title of Position: _____ Affirmative Action No. _____

Applicant's Name: _____ Requested Salary: _____

Please attach a copy of the candidate's resume or job application to this request

Clearly state the reason(s) for this request.

Submitted by: _____ **Department:** _____

(Hiring Manager)

Date: _____

Approved by: (HR Use Only)

Compensation Department: _____ Date: _____

Office of the Provost: _____ Date: _____

(If Required)