

SECCP
REQUEST TO HIRE ABOVE 1ST QUARTILE

Department: _____ Salary band: _____
 Title of position: _____ Salary band minimum: \$ _____
 Job family: _____ Request made by: _____
 Applicant's name: _____ Signature: _____
 Proposed hiring salary: \$ _____ Date: _____

Request to hire above 1st quartile is based on (check all that apply):

- Market impacted position (also attach Specific Market Study for Market Impacted Positions)
- Applicant's qualifications (please summarize below and attach resume)

Minimum qualifications for position: (as stated on PDQ)

For request to hire within 2nd quartile:

	Approved	Not Approved	If not approved as requested, maximum permissible salary:
University HR Director Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
University EO Director Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Vice President or President Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

For request to hire above 2nd quartile:

University HR Director Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
University EO Director Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Vice President or President Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
UMS Chief HR Executive Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____