

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"/> | \$ _____ |