REQUEST FOR INDIVIDUAL SPECIAL HIRING RATE

DATE: _____

TO: Central Human Resources

THRU: _____

FROM: _____ FACILITY/DISTRICT/UNIT: _____

APPLICANT'S NAME: _____ PROPOSED SALARY: _____

PROPOSED JOB FAMILY AND LEVEL: _____

REQUIREMENTS:

- Requests for individual special hiring rates apply only to new hires (not current employees).
- Applicant's qualifications must be in addition to minimum qualifications listed on the job descriptor.
- Requests cannot place a new employee at a higher rate of pay than an existing employee with the same qualifications.

1. What type of recruitment efforts have been used for this position?
   Coordinated recruitment efforts through DOC's central Human Resources Unit (check response): ☐ Yes ☐ No
   Advertisement through the following resources (check all resources used):
   ☐ local newspaper ☐ regional newspaper ☐ posted on DOC website ☐ posted job internally
   ☐ posted job for all state employees ☐ posted job on OPM recruitment notice
   Other resources used: _____
2. Applicant has been offered the current hiring rate and has refused that offer: ☐ Yes ☐ No
3. This applicant has the following qualifications that are 1) in addition to those the job requires, 2) can be applied to the work performed, and 3) will increase the value of the employee to the agency:

   _____
   _____
   _____
   _____

4. This applicant's additional qualifications are important in meeting the needs of this facility/district/unit because:

   _____
   _____
   _____

FOR CENTRAL HUMAN RESOURCES USE ONLY

☐ Central Human Resources recommends approval for a salary of: _____
☐ Central Human Resources recommends the request not be approved and returned for the following reason:

_____
_____

_____ _____
Human Resources Signature Date Director's Approval of Salary Date