

New Hire Request over 90% of Market Value

Instructions: Complete the following for new hire requests over 90% of market value.

Applicant name:		Date of request:	
Agency:		Human Resource Manager:	
Job ID/Req#:		Job Title:	
Working title (when applicable):			
Pay grade:			
Proposed hiring rate (\$):		Proposed compa-ratio*:	

*compa-ratio = (base pay rate / market value) x 100.0%

Justification: In the space below, please provide reasoning for new hire request rate over 90% of market value. Include information regarding internal equity within your agency.

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	Approved
	Not Approved
	Approved with changes below

Signatures

<i>Supervisor</i>	Date
<i>Division Director</i>	Date
<i>Department Secretary/Bureau Commissioner</i>	Date
<i>Human Resource Manager</i>	Date
<i>Director of Classification and Compensation</i>	Date
<i>Commissioner of Bureau of Human Resources</i>	Date