

Request for Salary Above Minimum Guidelines

An individual who is exceptionally qualified (has training and/or experience which significantly exceeds the minimum training and experience established for the position) may be hired above the minimum of the market title.

Prior to making a salary offer, you must submit a Request for Salary Approval through the HR Ticketing System.

To help you with your salary request please use the guide below.

- 1. Does the applicant exceed minimum advertised requirements? Yes No
- 2. Will the requested salary create equity problems with others in the same classification within your department? Yes No
- 3. Was this position difficult to fill? Yes No
- 4. How long was it advertised? _____months
- 5. How many people were interviewed?_____
- 6. Is this position in a highly specialized field? Yes No
- 7. Does the applicant possess education, training, experience, skills, certifications that are unique to the position? E.g. Banner Training, Peoplesoft experience Yes No
- 8. Is the applicant current making above the minimum posted salary? Yes No

Candidate Name:

| Employer | Years Experience | Months Experience |
|----------|---------------------|----------------------|
| | Experience | Experience |
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| Job Duty | How does the candidate experience align with the duty? |
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Percentages over 20% go to the SC Department of Administration- State Fiscal Accountability Authority

Final Request

| Starting Salary | e.g. \$41,805. | |
|--|---|--|
| Requested Salary | e.g. \$48,075. | |
| Minimum qualifications: | E.g. Masters degree in Student Personnel Services or related field, or bachelor's degree and 2 years related experience. | |
| Years of education above minimum | e.g: 2 years | |
| Years of directly related experience above the minimum | e.g. 1 year | |
| Percentage over minimum offering | 15% | |