

REQUEST for INDIVIDUAL SPECIAL HIRING RATE

DATE: _____

TO: Central Human Resources

THRU: _____

FROM: _____

FACILITY/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 ODOC's central Human Resources unit (check response):
 Yes No

Advertisement through the following resources (check all resources used):

- local newspaper
 regional newspaper
 posted on ODOC website
 posted job
 posted job for all state employees
 posted job on HCM 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/unit because:

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- 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

Agency Director's Approval of Salary Date