



### Interview Summary and Request to Offer

Requisition Number	
Position Title	
Department	
Committee Chair	
Phone Number	
Email	

Applicant:	

Applicant:	

Applicant:	

Applicant:	

The Hiring Authority wishes to make an offer to \_\_\_\_\_.

NOTE: If you have more than four interviewed candidates, please include additional pages to reflect all candidates interviewed. rr

06222022

## Hiring Salary Rational

Pay Grade \_\_\_\_\_

Minimum \_\_\_\_\_ Midpoint \_\_\_\_\_ Maximum \_\_\_\_\_

Requested Salary (wage) Amount: \_\_\_\_\_

Please explain what factors you have considered to arrive at the requested amount. Some things to consider: education, experience, other credentials and certifications and internal equity.

Compensation considers: 1) range penetration, 2) equity within benchmarks and pay grades and 3) required qualifications listed in the job description.