

To: _____, HR Officer **Budget Approval:** _____

From: _____

Date: _____

Re: REQUEST TO RECRUIT - (please circle: REGULAR PAYROLL / CONTRACTUAL PAYROLL-SPP)

CLASSIFICATION LEVEL/OPTION: _____ PIN #: _____ FUND: _____ PCA: _____

WORKING TITLE: _____ POSITION VACATE DATE: _____

PROGRAM OF EXISTING VACANCY: _____ AGENCY CODE: _____ POSITION% _____

SPECIAL PAYMENTS PAYROLL POSITIONS - ENTER PROJECT CODE WHERE POSITION IS BUDGETED _____
IF NOT BUDGETED IDENTIFY HOW POSITION WILL BE FUNDED _____

INTERVIEWER: _____ APPLICANT CONTACT: _____ **DIRECT MANAGER:** _____

PH# _____ LOCATION OF POSITION: _____ ROOM # _____ FAX # _____

LOCATION OF INTERVIEW IF DIFFERENT THEN LOCATION OF POSITION: _____

ADVERTISING BY RECRUITMENT & SELECTION (OTHER THEN DHMH & DBM WEBSITE): YES NO

IF YES, WHERE WOULD YOU LIKE TO ADVERTISE: _____

PCA CODE (5 digits) FOR ADVERTISING: _____

CHECK TYPE OF RECRUITMENT REQUESTED:

OPEN & PROMOTIONAL CANDIDATES STATE PROMOTIONAL CANDIDATES ONLY
 DHMH PROMOTIONAL CANDIDATES ONLY

DESIRABLE QUALIFICATIONS

Do you have desirable qualifications? This can identify specific job duties or functions to be performed by incumbent? YES NO If YES, identify: _____

Sample: The successful applicant should have training in _____ and experience in _____, and be able to conduct _____ and perform _____.

SELECTIVE MINIMUM QUALIFICATION REQUIREMENTS (MANDATORY) *

Do you feel you can justify and defend minimum qualification requirements which are more selective than those in the job specification sheet? These qualifications are for this PIN only. YES NO.

If YES, identify: _____

Sample: One year of experience must have involved analysis of _____ using _____, to determine/produce _____

HIRING ABOVE BASE SALARY **

BASE – STEP 9:

Hiring manager must obtain applicant's current salary information, determine lowest salary/step applicant would accept not to exceed a 12% increase, and **negotiate** to the lowest acceptable step (**not desirable**). Interested marginal or unqualified eligibles on list **do not** block ability to offer up to step 9 regardless of their salary requirements. DHMH Office of Human Resources can authorize.

Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and a copy of their current pay stub.

ABOVE STEP 9 RECRUITMENT DIFFICULTY (SALARY RULE 6c):

Must clear list of **all** eligibles rated "Best Qualified" at the requested step, i.e. no eligible deemed qualified for the PIN by the interviewer/interview panel is interested in the position who would take a lower step than the selected eligible. If a qualified eligible is interested/available at step 9 or below, OPSB will not approve. Only OPSB can authorize above step 9. Hiring manager must **negotiate** lowest acceptable salary step with selected applicant. **Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and copy of current pay stub.**

NOTE: Any hiring above base via any of the above can create a potential salary equity impact to current employees in the same program, class and level; and may require an equity adjustment. This must be evaluated prior to submission of a request to hire above base.

ABOVE STEP 9 EXCEPTIONAL QUALIFICATIONS (SALARY RULE 6d):

Must clear list of **all** eligibles rated "Best Qualified" and hiring manager must negotiate lowest acceptable salary with selected applicant. **Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and a copy of their current pay stub.** Acceptable salary requirement of other interested eligibles must be obtained and documented. If hiring manager believes selected applicant has "exceptional qualifications" for the position when compared and contrasted with the other interested eligibles, such facts must be documented. It is **not sufficient merely to state the perceived exceptional qualities** of the selected candidate. You should also state the relative deficiencies of each of the other interested eligibles. Only the Executive Director of Office of Personnel Services & Benefits can authorize. Due to the exceptional qualification aspect of the new hire under this provision, no salary equity adjustments are applicable under this salary guideline. DHMH - OHR can approve MS, SA and some health related classifications up to and including step 20.

** Current State employee's salary levels or that of reinstatement's are determined by other salary rules, which may include the 6% or 12% rule.