

**Salary/Start Date Authorization Request Form**  
***Recruitment & Staffing Division of Human Resources***

From: \_\_\_\_\_  
(Your name)

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*To insure adherence to applicable University policies, salary practices and federal law, after the search has been completed, but before an offer is made, the Hiring Officer is required to consult with Recruitment and Staffing. Any school/center that makes an unauthorized offer of employment or a significant change in conditions of employment of an employee assumes responsibility for any penalties, liabilities and expenses that may arise out of that action.*

Requisition Reference Number & Position Title: \_\_\_\_\_

Name of Preferred Candidate: \_\_\_\_\_  
(Please indicate if candidate is internal or external)

Desired Salary: \_\_\_\_\_

*Any additional compensation that is part of a salary offer (one-time bonuses, incentive plans, etc.), must have approval from Human Resources Compensation BEFORE an offer is made to a staff member.*

Desired Start Date: \_\_\_\_\_

Address Questions to: \_\_\_\_\_  
(Name and phone number if other than yourself)

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the names of other candidates you interviewed that were not a fit for your position, but that you would recommend to other hiring officers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit the following information to Recruitment & Staffing, along with this form, to obtain permission to make an employment offer:

\_\_\_\_\_ Completed and signed University Employment Application of preferred candidate (original and copy)

\_\_\_\_\_ Two (2) copies of preferred candidate's resume

\_\_\_\_\_ At least two (2) references from the applicant's current and previous direct supervisors using HR Form 211 (one of the references must be from the applicant's current supervisor)

\_\_\_\_\_ Completed Affirmative Action Compliance Form signed by your School/Center's Compliance Officer

\_\_\_\_\_ Completed Background Check Authorization Form (if applicable to your School/Center)

\_\_\_\_\_ Draft Copy of Offer Letter (Final offer letter must be approved by Human Resources)

*\*The preferred applicant may be contacted by HireRight for background check information if applicable to your School/Center*