

Department of Human Resources  
 Compensation Management  
 120 State Street  
 Montpelier, VT 05620-2505

### REQUEST FOR HIRE-INTO-RANGE FORM

Contact Information	
Requestor:	Department:
Address:	
Email:	Phone:
Hiring Supervisor:	Title:
Email:	Phone:

Candidate Information	
Name:	Position Number:
Class Title:	Pay Grade:
Requested Step/Salary Rate:	
Candidate's Current/Most Recent Salary:	

Required Documentation
<p>You must include all required documentation with this request. Please refer to Personnel Policy 12.2 for more details.</p> <p>Provide a narrative describing the following:</p> <ul style="list-style-type: none"> <li>✓ The candidate's qualifications (include copy of State of Vermont Employment Application and resume).</li> <li>✓ The qualifications of other applicants and qualifications of staff serving in the same class as the candidate.</li> <li>✓ Explain how this candidate merits the proposed rate and how the request meets the standards under which a salary exception may be granted (See Policy 12.2).</li> <li>✓ A summary of recruitment efforts and results, including the following information: type and dates of advertising (newspapers, journals, etc.); number of applicants; number of applicants found eligible; number of applicants interviewed; and a copy of the Ranked Candidate List (with applications and resumes attached).</li> <li>✓ Consideration given to State employees on the Ranked Candidate List</li> <li>✓ Provide turnover/vacancy data for the position class over the last two (2) years, if applicable.</li> <li>✓ List other employees or classes that will potentially be affected by this request. Include information regarding recent hires in the same or similar class and any other factors which should be considered.</li> </ul>

\_\_\_\_\_  
 Signature of Appointing Authority

\_\_\_\_\_  
 Date

Approved  
 Denied  
 Comments:

\_\_\_\_\_  
 Signature of Commissioner of Human Resources or Designee

\_\_\_\_\_  
 Date