

Request Form

Exceptional Offer / Discretionary Increase Justification

Date of Request	
Hiring Manager	
Department Name	
<input type="checkbox"/> Internal Applicant <input checked="" type="checkbox"/> External Applicant	
Applicant's Name	
Position Applied For:	
What are the minimum Qualifications for this position?	
How does this candidate exceed the minimum qualifications for this position?	
What special skills or abilities does this candidate offer?	
How would this offer impact internal equity with others in this position or department?	
Would an exceptional job offer be covered by your approved budget? Provide verification from Finance.	