

## New External Hire / Internal Transfer Pay Scale Alignment Form

### Purpose:

This form is used to determine proper pay scale placement for new hires or internal transfers based on relevant, transferable, and verifiable experience. It ensures alignment with the organization's compensation philosophy and budget oversight.

### Section 1: Position & Candidate Information:

Position Title:	<u>Admin Assistant</u>	Candidate Name:	<u>Sam Houston</u>	
Department:	<u>Finance</u>	Candidate Type:	<input checked="" type="checkbox"/>	New External Hire
Hiring Manager:	<u>Neil Armstrong</u>		<input type="checkbox"/>	Internal Transfer
Job Grade:	<u>14</u>	Grade Minimum:	<u>\$19.15</u>	

### Section 2: External Relevant, Transferable, & Verifiable (RTV) Candidate Experience Evaluation:

External work experience based on the job: required experience/skills/certifications, scope, autonomy, personal/purpose of contacts, etc.

Company Name & Position <i>(as represented on resume/application OR discovered during interview process)</i>	Criteria Type	Relevant (Y/N)	Transferable (Y/N)	Verifiable (# Years Verified and by Whom (Initials))
	Direct Experience (Same Role/Function) Related Exp. (Comparable Field) Supervisory or Specialized Responsibilities Technical / Certification Requirements Other Relevant Experience			
Town of Mead, KS - Admin Clerk/Dep. Clerk	Related	Y	Y	3.0 PH
We Set It, LLC - Exec. Admin Asst/ Bookkeeper	Direct	Y	Y	4.0 PH
Wardunn Homes - Trans Coord/AP Clerk	Direct	Y	Y	0.2 PH
BLISSFUL Construction - Office Manager	Related	Y	Y	0.4 PH
LMNOP Containter - Office Manager	Related	Y	Y	0.8 PH
L&M Energy - Store Support Analyst	N/A	N/A	N/A	
TOTAL RTV:		8 yrs, 4 mo	Applied RTV Variable / Step:	
			4.0	

### Section 3: Additional Summary/Justification for Recommended Grade/Step and Pay Rate:

Attach relevant resumes, reference checks, or experience documentation. Summary to support recommended pay placement:

### Section 4: Final Wage Recommendation – Final Offer should not be extended to candidate until all approvals are received.

Recommended Grade, Step and Starting Wage: Grade: 14 | Step: 4 | Starting Wage: \$21.55 ☒ Hrly | ☐ Salary

### Section 5: Approvals

#### Hiring Manager:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Human Resources:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Experience verified and aligned with internal policy ☐ Pay level consistent with compensation structure

#### Finance / Budget Officer:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Funding source and salary budget confirmed ☐ Pay level approved for offer extension