

DCLR Control #

HAM/TAM HIRE INFORMATION

I. AGENCY PERSONNEL COMPLETE...all boxes in this section and return this form to DCLR. HAM hires only include supporting documentation (i.e. resume, application).

Class Title _____ Cert Number _____ Agency _____

Applicant Selected _____ Requested Hire Rate _____

Date Returned to OSER _____

II. COMPENSATION ANALYST COMPLETE—HAMS Only

Assigned Analyst _____

Authorized HAM Action: Approve

Deny

Modify

Authorized HAM Hourly Rate (for this applicant):

Authorized Maximum Range Penetration: To Step Below Max

Percentage of Minimum _____

Number of Steps _____

Pay Point _____

Pay Range Mid-point _____

Completed by _____

Date _____

Forward to Compensation Assistant

III COMPENSATION ASSISTANT COMPLETE – HAMS Only

Date Returned to Agency: _____

1. Return original request to agency.
2. Retain one copy for central file.

IV. AGENCY PERSONNEL COMPLETE...this section after offering the position, as to whether the applicant accepted the offer or not and the actual hourly rate hired at. **Return to OSER.**

Hired at authorized HAM/TAM rate - Hire Date _____

Hired at modified HAM/TAM rate - Hire Date _____ Modified Hire Rate (hourly) \$ _____

Declined offer of employment

Comments:

Compensation Assistant associate