

COM-T ABOVE MIDPOINT REQUEST FORM

Prior to proceeding, please ensure this request follows the [Compensation Administration Guidelines](#). Then complete and email this form to Richard Chavez at richardchavez@arizona.edu AND Jerie Schulz at jschulz25@arizona.edu. Attach the candidate's application materials and the requisition posting.

Date	
Department	
Requestor	

Candidate Name	
Candidate Relevant Years of Experience	
Candidate Education	
Talent Req #	
UCAP Title	
Posted Range in Requisition	
Requested Amount	

If internal candidate:

Employee Name	
Employee ID	
Current UCAP Title	
Current Compensation	

Explanation:

For explanation above include:

- Why the department is seeking above the midpoint?
- How the candidate's education/experience exceeds the posted minimum requirements?
- Does the candidate meet or exceed the preferred qualifications, and if so, which ones?
- How many days has the position been posted?
- How many applicants applied and how many were interviewed?
- Will this cause inequity within the department/university?

If COM-T HR supports the request, we will seek approval from Jenna Elmer, Director of Human Resources, UAHS-HR/College of Medicine-Tucson.