

Writing Justifications for Hires Above Minimum

Do's

Do briefly describe how the candidate exceeds minimum qualifications.

Do explain why this higher salary is required to hire this individual – this may include recruiting difficulties, salary history (only use this info if previous salary exceeds current minimum for the job), market salaries (but be sure you know what you are talking about – this information can be verified), time needed for training, unusual or particularly helpful certification or training and how it will benefit the department and or the College of Charleston, etc.

Do look at the salaries of other personnel in the same classification within your department and explain why your new hire deserves to be paid more or almost the same as current staff are making.

Do describe positive reference checks, longevity in previous positions, range of duties at previous positions – if they are relevant, accomplishments at previous positions such as awards, citations, etc.

Don'ts

Don't talk about what the incumbent was making.

Don't describe the job you are filling.

Don't discuss irrelevant previous jobs. If you are hiring an Administrative Assistant it is probably not relevant that the candidate was a waitress or bartender.

Don't say a candidate has worked at a previous job for 5 years if they only worked 20 hours per week. This equates to only 2.5 years of experience. Additionally, student jobs do not carry the same weight as actual jobs because students seldom have full responsibility for big projects and because they seldom, if ever, work full time.