**Salary offer rationale**

If you wish to offer above the bottom spine point of the salary range for the grade of role you are appointing for, please can you provide brief notes against the following headings:

**Please submit this for consideration directly to the HR Business Partner for your area PRIOR to making a salary offer to the candidate (cc’ing Resourcing Team).**

|  |
| --- |
| Candidate name: |
| Role offered: |
| Grade:  | Salary point requested: |
| **Criteria** | **Comments** |
| Current salaryWhat is the candidate's current salary and are they expecting a match or an increased offer (we may ask them to provide evidence) |  |
| Experience/Anticipated ContributionEntry level candidates should be offered bottom of the scale.Scale points can increase if there is sufficient evidenced experience. |  |
| Special considerationsIf the candidate is inexperienced but has a very specific subject knowledge/specialism that sets them apart from other candidates. |  |
| Salary budgetThere is sufficient salary funding in the grant (if the post is fixed term) for this scale point for the duration of the contract. |  |
| Pay equityCheck with the HOS whether the chosen salary point is a consistent average/median for the immediate team/wider team/role undertaking similar role.Consider gender pay equity.  |  |

Signed Panel Chair: …………………………………………………………………………….

Signed other panel members: ……………………………………………………………

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Date:………………………………………