DEPARTMENT HR LIAISON WAGE EQUITY REVIEW CHECKLIST

DEPARTMENT:_____ SUBMISSION DATE: _____

HR LIAISON'S NAME: _____ SIGNATURE: _____

HR AUTHORITY'S NAME: _____ SIGNATURE: _____

IRC # _____ CANDIDATES NAME:_____

ITEMS ATTACHED BY HR LIAISON:

- Signed Department HR Liaison Wage Equity Review Checklist
- Completed Wage Equity Analysis Sheet (Excel)
- Copy of Job Requisition/ Posting
- Classification Specification
- Position Description (if applicable)
- Candidate Resume (s) and other application material received from applicant as appropriate, with initials by relevant experience indicating agreement of the hiring manager, HR Liaison, and recruitment specialist (eg. Transcripts, certifications, licenses)
- Incumbent Resumes with initials by relevant experience indicating agreement of the hiring manager, HR Liaison, and recruitment specialist (as needed if incumbent was not on the prior approved wage equity for last candidate hired)
- Prior Wage Equity Approval for Last Candidate Hired (if applicable)
- OMB Exemption Approval
- Approved position number: _____

FOR OHR COMPLETION ONLY	
Date Received by OHR Recruitment and Staffing Services (RSS)	
Date of Completion of RSS Review	
Relevant Years of Experience Verified by RSS (Candidate and any new Incumbents)	YES ☐ NO ☐
Return to Department YES ☐ NO ☐	If "yes", date returned
Recruitment Specialist (RS) Name/Signature:	
Date Received by Compensation Analyst (CA)	
Date of Completion of CA Review	
Return to Department YES ☐ NO ☐	If "yes", date returned

Updated 1/19/2018