The Hire Above Minimum, or HAM, is a request to HR Classification and Compensation (Class & Comp) to hire a staff employee above the advertised minimum salary rate that was included in the posting. The request is made for a final candidate in the hiring process before the offer is delivered.

- The form needed to request a HAM is the HR27:

  The following documentation is needed to support the HAM:
  - The selected applicant’s application (checking the box on the form acknowledges the online application, you do not have to print and scan the application with the HR27 form).
  - Listing of comparable positions.
  - Any additional justification for a salary above the advertised rate.

- When all documentation is complete, you may begin the Staff Hiring Proposal using the quick reference guide for help.

- Once the Hiring Proposal is routed to HR Class & Comp for approval of the requested base salary, HR Class & Comp will evaluate the request to include a review of qualifications as well as departmental, USC, and state equity. You may be contacted to provide additional supporting information or documentation. Once a determination is made, a PDF detailing HR Class & Comp’s review and approval will be uploaded to the Hiring Proposal Documents section, and an email approval will be sent to the Initiator of the Hiring Proposal.

- **Please do not communicate the offer to the candidate until approved by HR Class & Comp as the amount may change.**