

[Company Name] Salary Evaluation Request

Date: _____

Job Title of Position to be Evaluated: _____

Current Salary: _____

Name of Employee(s) in Job Classification: _____

Employee(s) Current Base Pay: _____

Supervisor Requesting Evaluation: _____ Supervisor's Job Title: _____

Supervisor's Contact Phone#: _____ Dept. Name: _____

Reason for Evaluation Request: _____

Human Resources Use Only

Job Description Included with Request? Yes No

Evaluator's Name: _____ Salary Grade Recommendation: _____

Salary Surveys Utilized: _____

Reasons for Salary Grade Recommendation: _____

Notified Supervisor Date: _____

Comments: _____

