



Hire Above Minimum (HAM) Request

For Extraordinary Qualifications Documentation

California Department of Human Resources

State of California

Authority: Government Code 19836

1. Applicant Information

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Civil Service Class Title	Anticipated Appointment Date
<input type="text"/>	<input type="text"/>

Current Salary Range (min)	Current Salary Range (max)	Proposed Monthly Salary	Alternate Salary Range
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Extraordinary Qualifications

Extraordinary Education

Extraordinary Experience

3. Contribution to Department

How do the employee's extraordinary qualifications contribute to the department?

4. Recruitment Difficulty

Score on examination for class listed above	Rank	Number of eligibles on list
<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of eligibles invited to be interviewed	Number of eligibles who came to interview
<input type="text"/>	<input type="text"/>

How is this person superior to other eligibles interviewed?

How does this individual's experience and qualifications compare to employees in the same class/same location?

5. Personnel Office Recommendation

Approved Disapproved

Analyst/Manager

Date Signed

Reason for Disapproval: _____

Approved Disapproved

Personnel Officer

Date Signed