



# 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

--	--	--

Civil Service Class Title

Anticipated Appointment Date

--	--

Current Salary Range (min)

Current Salary Range (max)

Proposed Monthly Salary

Alternate Salary Range

--	--	--	--

## 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

--	--	--

Number of eligibles invited to be interviewed

Number of eligibles who came to interview

--	--

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