

DNHR REPORT

Report due to Manoa HR within
 5 working days upon execution

Selectee:	Position #:
Career Group:	
Position Title:	
Department/Division:	
Pay Band:	Requested Step:
Current Band/Step:	

SECTION 1: RECRUITMENT SUMMARY

TOTAL APPLICANTS	HOW MANY PRIORITY CANDIDATES?			HOW MANY MULTIPLE RECRUITMENTS?	IS THIS A SHORTAGE CLASSIFICATION? IDENTIFY CLASS	TOTAL APPLICANTS MEETING MQs	TOTAL APPLICANTS INTERVIEWED MEETING MQs
	1	2	3				

SECTION 2: SALARY ANALYSIS

RELEVANT EDUCATION / ADVANCED DEGREE (usually listed as a DQ):					
Discipline; type of degree; advanced degree beyond MQ requirement; etc.	Notes:	%	age		
RELEVANT PROFESSIONAL WORK EXPERIENCE (as related to PD):					
EMPLOYER	POSITION TITLE	DATES OF EMPLOYMENT	TOTAL YRS. OF EXP.	TOTAL YRS. APPLIED DNHR	%age
GRAND TOTAL YEARS					
COMPETENCIES:					
Knowledge, skills and abilities that enables the person to perform the job.	Notes:	%	age		

INCREASED SCOPE & COMPLEXITY:

Comparison of current job to new job, range and number of various tasks that constitute a job; criticalness of the function to the department/campus; supervisory role; etc.	Notes:	Percentage
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------	------------

EQUITY & MARKET DATA:

Identify, survey and collect relevant labor market data on benchmark jobs to make salary comparisons.	Notes:
-------------------------------------------------------------------------------------------------------	--------

TOTAL SCORE AND SALARY PLACEMENT (Band, Step and Monthly Salary Rate)

SECTION 3: HR DOCUMENTATION CHECKLIST

Attach the following documents to support the DNHR Report:

- Applicant's cover letter, resume, Form 64, copy of transcripts
- Form 17
- Copy of Work@UH Ad
- Supporting documentation of salary equity/market data

HR Certification: I certify that the recommended monthly salary is based on all relevant information provided by the supervisor and will be available for a post-audit.

Print Name of HR Specialist

Signature of HR Specialist

Date

Completed DNHR Report Due to Manoa HR (Hawaii Hall 115) Within Five (5) Working Days Upon Execution.