



JOB AIDS AND RESOURCES Special Entrance Rate – Questionnaire

Agency:

Personnel Area(s):

Percent into Range:

1. How many positions are encompassed by this SER?

2. How many incumbents will be below the SER amount upon implementation?

3. Do you plan a corresponding adjustment for employees above the SER amount? What percentage or amount will be granted?

4. Was any salary data (surveys, newspaper ads, applicants) used? If so, please attach to questionnaire.

5. Please provide your (voluntary) turnover statistics for the previous 3 years for each affected job title. This does not include retirements, promotions, demotions, etc.

Title/Position #	20__		20__		20__		Where to?	
	# Inc	# Vol Sep	# Inc	#Vol Sep	# Inc	# Vol Sep	% to Private	% to Agencies

6. What retention rate do you expect to achieve from this SER?

7. Please provide the following applicant pool and recruitment data for the affected titles.

Title/ Position #	Date of Postings	# Postings	# Applications	# Job Offers Made	# Job Offers Accepted	Salaries Requested

8. What attempts have you made to enhance recruiting (ex. ads, job fairs, etc.)?

9. Please list all pay mechanisms already in effect for each job title.

10. Please explain any other justification.

11. Is this SER above the pre-approved amount? If yes please complete the chart below.

Job Title	Job Code	Pay Grade	Bi-Weekly Rate Requested	<small>For Civil Service Use Only</small>
				Bi-Weekly Rate Approved:

For Civil Service Use Only		
<input type="checkbox"/> Tentatively Approved	<input type="checkbox"/> Approved	
_____	_____	_____
Civil Service Director	Date Signed	Date of Commission Approval

Effective Date		