

APPENDIX A: SER Questionnaire

Agency: _____

Personnel Area Code: _____

Requested Effective Date: _____

Reason for the Request:

1. Please list all job titles this request is being made for as well as all corresponding information encompassed by this SER.

Job Title	Job Code	Pay Level	Current Bi-Weekly Amount	Number of Positions	
				Filled	Vacant

2. Do you plan on giving a corresponding adjustment for employees above the SER amount? If yes, why?

3. Please provide applicant pool and recruitment data for the affected job title(s).

Job Title	# of Postings	# of Applicants on Eligible List	# of Applicants Interviewed	# of Job Offers Made	# of Job Offers Accepted	Salaries Requested

4. What attempts have you made to enhance recruiting (i.e. ads, job fairs, training, etc.)?

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

Job Title	Premium Pay Rate & Reason	Shift Differential	On-Call	Optional Pay Difficult to Recruit

6. Please explain any other justification. Why do you think employees are leaving? Is there anything about the working conditions that make it difficult to recruit and retain staff? Are you in a geographical area that is competing with other employers such as a hospital or plant? If so, what rate are they offering?
