



NC DEPARTMENT OF PUBLIC SAFETY

Request for Candidate Pre-Approval

INSTRUCTIONS: This form is to be completed by the HIRING MANAGER. Complete and return this form with the Interview Summary (Form HR 007) to your HR Recruiter. Pre-Approval must be granted prior to extending a Conditional Offer of Employment (Form HR 018).

Recommended Candidate _____ Position # _____
Job Class Title _____ Working Title _____
Recommended Salary \$ _____ Salary Grade/Competency _____

JUSTIFICATION is required only for the selected candidate and any candidate with priority who WAS NOT recommended, if applicable. Justification should support salary recommendation and address any salary in inequities.

RIF PRIORITY: Were there any RIF priority candidates in the applicant pool? No Yes

For each RIF priority candidate NOT selected/recommended, please explain (include the RIF applicant's name and reason for non-selection).

Hiring Manager's
(Typed/Printed Name) (Title) (Work Location)
(Signature) (Signature Date)

Section to be completed by HR

Salary Requested \$ Budgeted \$ Approved \$ Salary Reserve Amount Needed \$

Explanation _____

Salary Administration Reviewer _____ Date _____

Signatures
Chief Deputy Secretary/Designee Approval _____ Date _____
Secretary Approval (If applicable) _____ Date _____
Budget Approval (If applicable) _____ Date _____

Final approval granted, proceed with conditional offer. Enter initials here: _____

Once signed/approved, return this form to the Hiring Manager.