

Understanding OA bands, hiring ranges, and budgeted salaries

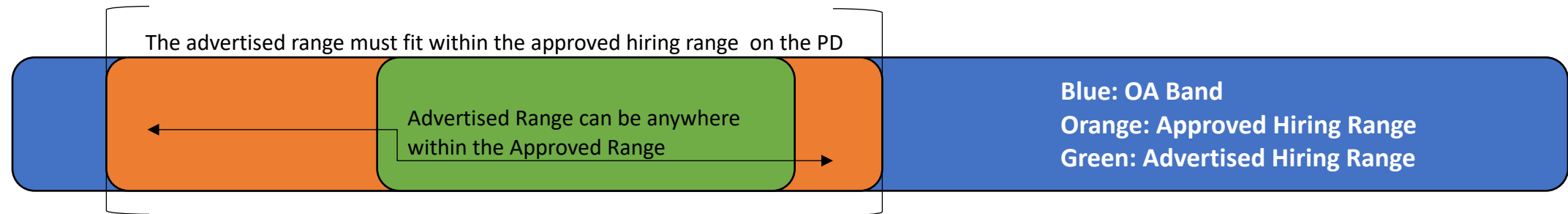
OA Band: The market-based band assigned to the position by Class Comp

Budgeted Salary: The salary the unit has budgeted for the position (not a range); this is entered on the PD by the unit

Requested Hiring Range: Range the unit has requested for the recruitment; this is entered on the PD by the unit

Approved Hiring Range: Range approved for hires from that recruitment. Hires may be made within that range without additional approval. This is determined by HR and listed on the PD as well as the requisition.

Advertised Hiring Range: Range selected by unit to advertise to potential candidates; this is entered on the requisition by the unit



- The approved hiring range is based on salaries of positions assessed by HR Class Comp to be performing work of comparable character
- Units determine an advertised salary range based on needs and anticipated candidates for that position
 - The advertised salary range for the position must fit within the approved hiring range, which in turn fits within the OA Band
 - If the unit expects entry level applicants, this may be set at the bottom end of the approved range
 - If the unit expects experienced applicants, they may wish to set the advertised range toward the top of the approved hiring range
 - Units may always advertise “Commensurate with Experience”
 - Units may also choose to advertise salary as “Starts at \$XX,XXX per year” if the approved hiring range is narrow or anticipated candidates may have various levels of skill and experience
- Budgeted salary and Requested Hiring Range are the two ways units indicate expected salary
 - These may or may not fit tidily within the ultimate approved hiring range depending on the outcome of the position review
- Decisions about posted ranges can be made in consult with your Recruiter.
 - Final offers may require exception approval
 - Exception approval requirements vary if the request is to offer outside of the Advertised Range, Approved Hiring Range, or OA Band
 - You may never hire below the bottom of the advertised salary range