

Salary Analysis Checklist For Hiring Managers

Purpose: This checklist is intended to ensure all required documentation and verifications are completed prior to submitting a Salary Analysis Request to Human Resources. Complete submissions help reduce processing delays and ensure accurate compensation review determinations.

Employee / Candidate Information

Employee/Candidate Name:

Position Title:

Department:

Requisition Number (if applicable):

Hiring Manager:

Position & Job Description Review

- ☐ Current Job Description (JD) reviewed
- ☐ Essential job duties reviewed for accuracy
- ☐ Minimum qualifications verified against candidate application
- ☐ Salary analysis request aligns with position classification
- ☐ Position funding/budget availability confirmed
- ☐ Education requirements confirmed
- ☐ Required licenses/certifications verified
- ☐ Special assignment/pay differentials identified (if applicable)

Application Review Requirements

- ☐ Applicant completed all required fields on the application
- ☐ Employment history is complete and accurate

- ☐ Dates of employment are included
- ☐ Gaps in employment reviewed
- ☐ Resume attached (if applicable)

Education Verification

- ☐ High School Diploma/GED
- ☐ High School Transcript
- ☐ College Transcript(s)
- ☐ Degree Verification
- ☐ Foreign Education: Must be converted at candidate's expense (Policy 86-110)

Required Licenses / Certifications / Clearances

- ☐ Texas Driver License (Correct Class Verified)
- ☐ Texas Law License
- ☐ RN License
- ☐ LVN License
- ☐ TCOLE License/Certification
- ☐ Polygraph Examination
- ☐ Psychological Examination
- ☐ CJSI Requirement
- ☐ Firearms Qualification/License
- ☐ Skills Test Required
- ☐ Skills Test Request Submitted
- ☐ Other Certifications/Documents Attached:

Employment Verification & TrueScreen Guidance

Please advise candidates that the information entered into TrueScreen **must match** the employment history listed on their application.

If employment is listed on the application, the candidate should either enter the employer information accurately into TrueScreen or provide employment verification documentation.

If a previous employer is no longer in business, candidates should provide alternate proof of employment such as W-2 forms, pay stubs, employment verification letters, or tax documentation.

Providing this information upfront helps avoid delays in employment verification and background processing.

Additional Required Attachments

- ☐ Resume/CV
- ☐ Justification Memorandum
- ☐ Budget Approval Documentation
- ☐ Education Documentation (Official Transcripts)
- ☐ Psych Evaluation Documentation
- ☐ Firearms Documentation
- ☐ Specialized Certification Documentation
- ☐ Other Supporting Documents: