

6.5(g) Checklist

Y E S	N O	Human Resources reviews the following:
		▪ Section/Agency policy on file.
		▪ Completed Personnel Action Request (PAR) form.
		▪ Justification Letter (Indicate within the justification letter if salary adjustments are being recommended for current employees.)
		▪ Current SF3 (Position Description) – The Official Affirmed Copy.
		▪ Current SF10 (Current Civil Service Employment Application).
		▪ Extraordinary credentials correlated and highlighted between SF-3 and SF-10. [Use a number system or highlighting process
		▪ <i>Release for Reference Checking</i> form signed by the applicant (<i>prior to checking references</i>).
		▪ Current or Previous Employers verified -Verification of Employment [6.5(g)] Request Form -- located under the <i>COMPENSATION</i> section at http://www.doa.louisiana.gov/ohr/forms/forms1.htm
		▪ Salary Verified

continued...

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Y E S	N O	Human Resources Reviews the Following:
		<ul style="list-style-type: none">▪ <u>Educational Credentials</u>:<ul style="list-style-type: none">- Copy of transcript or diploma (The <u>Official Transcript</u> must be submitted 2 weeks after being hired).- Letter of Award or Certificate
		<ul style="list-style-type: none">▪ Current employees in the same job title are reviewed (<i>A brief statement by the section head is included within the justification letter</i>):<ul style="list-style-type: none">_____ Extraordinary qualifications found, request to increase pay._____ If yes, 6.5(g) documentation included._____ Extraordinary qualifications found, no increase in pay._____ If no, section head written explanation included._____ No extraordinary qualification found among other employees._____ No other employees in same job title.