**Manager’s Guide to Proposing a Starting Salary**

The proposed starting salary is submitted in PeopleAdmin by the department hiring manager through the appropriate higher-level authority for review and approval by Human Resources Services. No proposed starting salaries may be committed to without prior approval from Human Resource Services.

**Exempt Staff:**

In general:

1. First Quartile (from the minimum up to halfway of the midpoint of the range): The first quartile of the range is usually intended for individuals who are new to the level or university, are in a learning situation, and/or do not have substantial directly related experience at the classification level.
2. Second Quartile (from halfway of the midpoint up to midpoint of the range): In establishing appropriate starting rates the hiring department should consider factors such as education and experience beyond the minimum requirements for the position, directly related unique skills and competencies, strength of the relevant job market, and internal equity.
3. Proposed starting salaries above the mid-point are rare and require approval from the Assistant VP of HR Services (or designee), in addition to standard approval processes. Colleges/divisions should submit a formal request with justification in PeopleAdmin (attached as a supplemental document). Factors that will be considered are:
	* The extent to which the candidates directly related qualifications (see [Manager’s Guide to Applicant Qualifications](http://hr.nmsu.edu/wp-content/uploads/2013/04/E_I_Managers_Guide_to_Qualifying_Applicants.docx)), at an equivalent level, exceed the minimum requirements for the position;
	* Classification market, as established by Human Resource Services;
	* Internal equity considerations;
	* Unique qualifications and skills;
	* Market conditions (supply vs demand, location, etc.); and
	* Budget constraints

In establishing hiring rates, colleges/divisions shall give consideration to:

1. Where the proposed salary falls in the salary range
2. Its relationship to the salaries of other similarly qualified and/or experienced employees in the job classification (internal equity)
3. The prospective employee’s experience and individual qualifications
4. Competitive recruiting conditions (difficult to recruit field)
5. The budgeted salary

Hiring managers may contact their HR Business Partner for guidance when establishing a proposed starting salary rate for new employees.

**Non-exempt Staff:**

In general:

1. Employees new to NMSU are hired at entry level of the appropriate classification level. With justification and prior approval from the appropriate dean, cc president, vice president, and Human Resource Services, certain applicants may be hired at five (5%) percent or ten (10%) percent above the entry level dependent upon experience. Employees hired above entry level are not eligible for an end of probation increase.
	* 5% above entry allowed with 5 years direct job related experience on top of minimum required experience.
	* 10% above entry allowed with 10 years direct job related experience on top of minimum required experience.
2. Current internal regular employees selected for other NMSU positions in a recruitment process will follow the non-exempt policy, which can be found in the [AFSCME Agreement](http://hr.nmsu.edu/wp-content/uploads/2013/04/R_I_AFSCME_Agreement_w_NMSU.pdf) for bargaining unit eligible employees (Article 14, Section 2. Compensation Administration, E) and [Policy 8.15. Compensation](http://manual.nmsu.edu/) for non-bargaining unit eligible employees. In general, the new base salary for employees going to a higher level will be:
	* 5 percent if is one level.
	* 8 percent if two or three levels.
	* 15 percent if four or more levels.
	* 5 percent above entry of new higher level or above current hourly rate, whichever is greater.