Date: (Insert Today’s Date)

To: Chris L. Heavey, Ph.D., Executive Vice President and Provost

From: Juanita P. Fain, Ph.D., Vice President for Student Affairs

CC: Renee’ T. Watson, Ed.D., Associate Vice President for Student Life  
Summer Mudd, Director of Finance & Administration for Student Affairs Administration

Re: Q2 Justification Memo for Initial Placement (Insert Selected Candidate’s Name)

**(Purpose of Memo)**

Please accept this memo as a justification for the salary recommendation of $(insert amount) for (selected candidate’s name) as the (insert position title and (insert position #P???????) for the insert department’s name) search (Job Requisition #R???????). Human Resources recommended salary range for this position is $(insert the salary range? to?) and the initial Q2 salary is $(insert Q2 for this position’s salary level). Due to (insert selected candidate’s name)’s (insert rationale why offering salary over Q2), (insert candidate’s name or pronoun) warrants compensation above the minimum salary range.

**(Detail experience here)**

(insert candidate’s name along with details about candidate’s work experiences that support the rationale for the initial salary being over Q2)

**Recommended by**: **Approved by**:

Juanita P. Fain, Ph.D. Date

Chris L. Heavey, Ph.D. Date

Enclosures:

(Insert position title) Vacancy Announcement

Human Resources Position Review

(Insert Candidate’s Name)’s Resume