



**Division of Human Resources
New Hire Salaries**

In association with the establishment of a new position, the pay band assignment of the job classification determines the maximum and minimum salary for an employee. Human Resources recommends hiring ranges by classification based on internal equity (the salaries paid to employees with similar jobs at USF) and external market (the range of salaries paid for similar jobs in a competitive labor market outside of USF).

Hiring ranges might also be affected by collective bargaining agreements. The recommended hiring range for a job may actually be advertised or the advertisement may be less specific about salary, please talk with your HR Coordinator in your Service Center about appropriate advertised ranges.

Within the range, departments may modify salary offers based on factors such as availability of budget, pay practices within a particular department, ability to recruit and retain employees, applicant qualifications, and special skills. An applicant already working at USF may be receiving a salary related to his/her current salary and performance level, according to promotional guidelines.

Prior to advertising a vacancy, the hiring manager should discuss with their HR Coordinator any intention to hire outside of the recommended range. The hiring manager must also pay within the limits of salary delegation and obtain approval for the hiring salary from an administrator with delegated salary authority before making a job offer.