

**UCF PAY GRADE
SALARY RECOMMENDATION GUIDELINES**

Minimum of Pay Grade	Up to 25th Percentile of Pay Grade	25th Percentile of Pay Grade	Between 25th Percentile and Midpoint of Pay Grade	Midpoint of Pay Grade – up to the 75th Percentile
<p>Individual just meets the minimum qualifications of the position</p> <p>Individual may have general experience but minimal related experience.</p>	<p>Individual moderately exceeds the minimum qualifications of the position by offering additional experience, education, knowledge, or skill levels (emerging qualifications).</p>	<p>Individual exceeds the minimum qualifications of the position (between moderately and significantly) by offering additional experience, education, knowledge, or skill levels (proficient and competent skill level).</p>	<p>Individual significantly exceeds the minimum qualifications of the position by offering additional experience, education, knowledge, or skill levels (full proficiency and high-level skills).</p>	<p>Individual greatly exceeds the minimum qualifications of the position and is considered an expert in all primary duties of the job and has broad knowledge of related areas (highest level of job-related knowledge, proficiency and skills, advanced capabilities, unique qualifications, or subject matter expertise).</p>

Please note, a starting salary greater than the third quartile of the pay grade range does not allow room for salary increases. Therefore, it is recommended to use the 75th percentile of a pay grade range as the maximum amount for a starting salary.

Reviewing experience ties the candidate's work experience to that of the position's responsibilities. Using information from the application and resume, identify tasks from the previous experience similar to those listed in the job description. If there is a direct correlation between the experience and the job description, count this experience as directly related. However, if experience is not directly related, discount the experience accordingly.

Along with this guide, HR-Compensation uses a formula that determines where in the assigned pay grade salary range to recommend a starting salary. This formula is based on credentials (experience and potential advance degrees) and the pay grade range amounts. A tool has been provided to help you with this formula.