



TOP CANDIDATE VERIFICATION FORM

Candidate Name		Submit Date	
Department		Exempt	Non Exempt
Requisition Number		Start Date	
Position Title		Position Number	
Social Security No.		Job Class Code	
Supervisor Name		Salary Grade	

SETTING SALARY RATE

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is top candidate a previous/current City of Round Rock employee?	Complete ALL sections prior to submittal.	
<input type="checkbox"/>	Eligibility for rehire status confirmed by HRD	Pay Range and Hourly Rate as <u>qualified</u> :	
Departments are responsible for verifying previous work history and conducting reference checks for top candidates		Hourly Rate to be <u>offered</u> :	

MINIMUM QUALIFICATIONS VERIFICATION

EXCEPTION JUSTIFICATION

If requested rate offered is an exception to pay rate, provide justification:
HRD must review prior to submission to ACM

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the top candidate meet the education and work experience requirements for this position?	BUSINESS NEEDS:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a transcript required for this position?	
NOTE: If yes, transcript should reflect appropriate semester hours required for position and should be attached. Department should mark on transcript the specific hours being considered for position.		HR RECOMMENDATION:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this position require a CDL driver's license?	FINANCIAL/BUDGET EFFECTS:
NOTE: If yes, a driving record is required, must meet standards for position, and should be attached.		

CREDENTIAL VERIFICATION

<i>School Name and Location:</i>	<i>Diploma, degree certificate</i>	<i>Major Field of Study</i>	<i>Dates Completed</i>
High School/GED			
Trade/Business School			
Colleges/Universities			
Other Licenses, Certificates or Registrations			
Indicate types and dates received			

I have verified all of the above information regarding this individual's qualifications. If applicable, I have conducted a credential verification check for this top candidate. Based on the information provided by this top candidate, this individual meets all of the requirements for the above referenced position and qualifies for the salary offered.

Hiring Department Liaison/Supervisor:	Date
FOR EXCEPTIONS: Department Director (or designee)	Date
FOR HRD/COMP USE ONLY:	Date
FOR EXCEPTIONS: Department Assistant City Manager	Date