

DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PERSONNEL MANAGEMENT

SPECIAL ENTRY RATE REQUEST  
APPLICANT SUMMARY SHEET  
(APPLICANT NOT HIRED)

AGENCY/INSTITUTION

CLASS TITLE

GRADE

CLASS CODE

APPLICANT'S NAME

DATE INTERVIEWED

INTERVIEWED BY

Minimum Requirements for Classification

Applicant's Qualifications

Reason Not Hired:

(Attach Additional Sheet if Necessary)

Rate at Which Employee Would Have Entered Classification:

GRADE:

PAY LEVEL:

Agency Personnel Representative

Agency Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_