



Applicant Guide to University Staff Compensation

As an applicant, you are likely to have questions about how compensation works at the University of Arizona. Understanding the University's compensation philosophy will allow you to make more informed decisions as you determine your next career move.

What You Should Know:

- 1. The University has a career architecture and set of compensation guidelines.** Hiring departments must use this architecture and accompanying guidelines when determining pay for University Staff new hires.
- 2. All University Staff job postings will display the assigned rate of pay, grade, and grade range minimum, midpoint, and maximum dollar amounts.** Hiring departments are able to offer a rate of pay between the minimum and midpoint of the grade range for University Staff job postings.
- 3. You can learn more about our compensation philosophy and pay ranges.**
To learn more, visit hr.arizona.edu/supervisors/compensation

Frequently Asked Questions

What is a grade?

A pay range to which jobs are assigned based on the Job Role, Impact & Complexity and Requirements, and the market value of benchmark jobs. Pay ranges have been designed to accommodate a wide variety of skill and experience levels, from novice to expert, in a job.

What if I have questions about the rate of pay?

For more information on the rate of pay listed in a job posting, you should reach out to the contact for candidates listed within the posting.

Can I negotiate a higher rate of pay?

Negotiation is not prohibited, however, the department may not be able to accommodate your request if your experience, skills, certifications, and/or education do not justify an increased pay rate. The department must also consider internal equity amongst current employees and funding availability.

How do I know where I will fall within the range posted in the Rate of Pay field?

New hire pay determination is based on the individual's relevant skills, knowledge, expertise, and experience. This pay must also be evaluated to ensure it is equitable compared to current University employees. Additionally, hiring managers can refer to the *Managing within Pay Ranges* guidelines (See diagram on next page):



Managing Within Pay Ranges				
	Minimum	Midpoint		Maximum
	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
Hiring Guidelines	Typical zone for starting salary for individuals expected to have an on-the-job learning curve.	Typical zone for starting salary for individuals experienced in most job responsibilities.	Unlikely to be a zone for starting salary except for individuals with extensive direct job experience.	Rarely appropriate as a zone for starting salary.
Employee Characteristics	<p>Meets minimum qualifications of the job. However, may be fairly new to the job or field.</p> <p>Building skills, knowledge and the ability to handle the full breadth of job duties and responsibilities</p> <p>Working toward proficiency in the job.</p>	<p>Possesses all/most of the knowledge and skill requirements, but may need to build upon them through experience.</p> <p>Performs job responsibilities with increasing effectiveness.</p> <p>Still learning some aspects of the job or developing expertise to handle the job more independently and effectively.</p>	<p>Possesses significant relevant experience and all required knowledge and skills.</p> <p>Seasoned and proficient; consistently exhibits sustained high-level proficiency in all aspects of job over an extended period of time.</p> <p>Has broad and deep knowledge of own area as well as related areas.</p>	<p>Expert in all job criteria; depth and breadth of experience, specialized skills, adds significant value to the University.</p> <p>Serves as expert resource and/or role model/mentor to others.</p> <p>Exceptional expertise or who have consistently demonstrated the highest levels of sustained contribution.</p>