



## 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 an established career architecture and 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 pay grade for the posted job code and will have an associated range in the pay structure.**  
Hiring departments are able to offer a rate of pay between the minimum and midpoint of the pay 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](http://hr.arizona.edu/supervisors/compensation)

### Frequently Asked Questions

#### **Why does the job posting on the applicant portal show "DOE" as the rate of pay?**

"DOE" refers to "dependent on experience". Hiring departments may choose to list "DOE" when they do not have a set hiring rate in mind.

#### **I see that the hiring department has listed a range as the rate of pay. How do I know where I will fall within that posted range?**

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 below):



## Managing within Pay Ranges

Pay Range				
Minimum	Midpoint		Maximum	
First Quartile	Second Quartile	Third Quartile	Fourth Quartile	
<b>Employee Characteristics</b>	<p>Meets minimum qualifications of the job. However, may be fairly new to the job or field.</p> <p>Building both skills and knowledge as well as the ability to handle the full breadth of job duties and responsibilities.</p> <p>Employee is working towards 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>May still be learning some aspects of the job or developing expertise to handle the job more independently and effectively.</p>	<p>Significant relevant experience and possesses all required knowledge and skills.</p> <p>Seasoned and proficient; consistently exhibits sustained high- level of 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>This represents a premium on market salaries; typically reserved for employees with exceptional expertise or who have consistently demonstrated the highest levels of sustained contribution.</p>
<b>Hiring Guidelines</b>	<p>Typical zone for starting salary for individuals who meet minimum qualifications and are anticipated to have an on the job learning curve.</p>	<p>Typical zone for starting salary for individuals experienced in most job responsibilities.</p>	<p>Unlikely to be a typical zone for starting salary except for individuals with extensive direct job experience.</p>	<p>Rarely appropriate as a zone for starting salary.</p>



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Human Resources

### **What is a pay 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.

### **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.

### **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.



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