**Salary Offer Pro Forma**

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| **Applicant name:** |  |
| **Role:** |  |
| **Oleeo reference number:** |  |
| **Is this an internal candidate?**  | YES/NO (please delete as appropriate) |
| **If yes, is the role being offered as a secondment opportunity?**  | YES/NO (please delete as appropriate) |
| **The grade that the role was advertised at:** |  |
| **The salary point that is being requested/offered:** |  |
| **The candidate’s current or most recent salary:** |  |
| **Provide details of what experience, including the length of experience, the individual is bringing to the role that is exceptional and warrants the salary point proposed:** |
|  |
| **Provide details of the candidates fit with the published criteria and their skill set generally which is above and beyond the essential criteria:** |
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| **Detail the consideration of internal relativities i.e., any internal staff in the same role or at the same level and their salary / skill set / experience and whether the offer is comparable / appropriate from that perspective:** |
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