

<ul style="list-style-type: none"> ___ Job description ___ Resume ___ Current salary (s) (monthly) ___ Salaries for comparable incumbents and supervisory staff ___ List of search finalists ___ Reference information on finalists 	<ul style="list-style-type: none"> ___ Identify your finalist. Work with Recruiter to calculate the finalist's years of relevant experience for salary setting purposes ___ Recommend a target offer based on factors such as appropriate market rate (based on above calculation), department pay structure, and budget availability ___ Log into the <i>One USG site</i> and go to <i>Recruiting Self Service</i>. Select <i>My Openings</i> 	