**Market Pay**

Market conditions can lead to problems recruiting and retaining particular categories of staff. If your department wishes to pay a market supplement to resolve the situation, please complete this form and return it for the consideration of the Reward team [reward@admin.ox.ac.uk](mailto:reward@admin.ox.ac.uk). The market pay policy states that: A market supplement may be considered where all the following conditions are evidenced:

* There is significant risk to business critical activities caused by lack of staff with key skills in the specific roles because there are vacancies or significant risk of vacancies and evidence that suitable candidates do not or will not apply
* The data for the relevant external market indicates a significant premium
* Non-pay recruitment and retention initiatives are not sufficient to secure the key skills

If the issue you are trying to address does not meet these criteria please contact the Reward team for an initial discussion before completing this form.

**Department**

**Departmental contact**

**Date**

**Role** *(Enclose job description)*

**Grade**

**Name of member of staff (retention only)**

**Current salary (retention only)**

**Requested supplement:**

*Please state the significance & business critical nature of the role to the department. Include the risks caused by lack of staff with the skills.*

*Please provide any data you have which indicates a supplement is required. This might be from a salary survey, recruitment consultancy, recruitment campaigns for similar roles, and/or job advertisements for similar roles (please provide details). Please attach any relevant documents.*

**Recruitment only**

*How many times has the job been advertised? Provide any relevant details of unsuccessful recruitment campaigns for this particular role.*

*If you are at the stage of shortlisting or making an offer, please indicate the current salaries and salary expectations of the candidates, their current role and employer.*

**Retention only**

*Please provide details of the offer received (job, organisation, location and salary).*

*Are there any internal comparators (with or without market pay) you would like to bring to the attention of the reward team? Please provide the job title, department, grade and names (if known):*

*Further information. Please use this space to provide any further comments you wish to provide in support of the request for a market pay supplement.*

**For the Reward team**

**For the Reward Team**

**Market Data**

**University internal comparators**

**Recommendation**

**Recommendation**

**Outcome**