

## Kansas State University Above Step Request

Division of Human Resources  
Employment Services  
103 Edwards Hall  
(785) 532-6277 Fax (785) 532-6095

Please complete the Above Step Request form and return to Employment Services for prior to approval.

Department: \_\_\_\_\_

Position Classification: \_\_\_\_\_

Position Number: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Requested Step: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Employee or Applicant Id#: \_\_\_\_\_

---

The following must be attached:

- Kansas State University Application for Employment & Supporting Documents
- Transcripts if Necessary
- Additional Documentation Such as Licenses, Etc., if Necessary

---

Describe the exceptional qualifications of the candidate and how they specifically relate to the position duties. Include information on education, experience, training or other information that you feel is important. Attach additional sheet if necessary.

Why is this candidate better qualified than other candidates considered for this position?

---

(Department Head or Authorized Signature)

(Date)

---

(Division of Human Resources Signature)

(Date)