

RECRUITMENT INCENTIVE

Request Worksheet



Selectee Name:

MTF/Center:

Position Title:

Directorate/Division:

Pay Plan: Series: Grade: Step:

Department/Service/Branch:

Hiring Manager:

Email:

Total Adjusted Salary \$
(includes locality/special rate):

Telephone:

RPA # (if applicable):

Proposed Recruitment Incentive Amount
(up to 25% of total adjusted salary, which includes rate of basic pay and locality/special rate):

If any answer below is "No," a recruitment incentive cannot be approved.

- | | | | | | | | | |
|--|---|----|--|---|---|--|--|---|
| 1. Has the position been designated as "difficult to fill"? | YES | NO | | | | | | |
| 2. If the incentive is for a former Federal employee with a break in service, is the employee's most recent performance rating of record at least "Fully Successful" or equivalent?
<i>(Skip this question if the incentive is for a newly appointed employee)</i> | YES | NO | | | | | | |
| 4. Was determination based on one or more of the following factors, as applicable in the case at hand? | YES | NO | | | | | | |
| <ul style="list-style-type: none"> • Factors Considered (Please select all that apply) <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">Candidate has special qualifications needed to meet mission requirements</td> <td style="width: 50%;">Success of recent recruitment efforts involving similar positions</td> </tr> <tr> <td>Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled</td> <td>Desirability of the duties, work or organization environment, or geographic location of the position</td> </tr> <tr> <td>Recent turnover in the same or similar positions</td> <td>Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled</td> </tr> </table> | | | Candidate has special qualifications needed to meet mission requirements | Success of recent recruitment efforts involving similar positions | Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled | Desirability of the duties, work or organization environment, or geographic location of the position | Recent turnover in the same or similar positions | Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled |
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Attach Required Justification to this Request

Justification must include:

- Explanation of why the position is "difficult to fill"
- Explanation of the above factors considered for the incentive
- Disapprovals by RM. When Nominating Supervisor requests reconsideration, written justification is required to be submitted through RM, to approving official, to be attached to request and forwarded to CHRC

Nominating Supervisor		Resource Management		Second Level Approver (Optional)		Final Level Approver	
Approved	Disapproved	Approved	Disapproved	Approved	Disapproved	Approved	Disapproved
Print Name:		Print Name:		Print Name:		Print Name:	
Title/Rank:		Title/Rank:		Title/Rank:		Title/Rank:	
Signature:		Signature:		Signature:		Signature:	