

SUPERIOR QUALIFICATIONS APPOINTMENT (SQA)

Request Worksheet



Selectee Name: _____ MTF/Center: _____
 Position Title: _____ Directorate/Division: _____
 Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____
 Hiring Manager: _____
 Email: _____
 Telephone: _____
 RPA # (if applicable): _____

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

If any answer below is "No," the SQA cannot be approved.

- | | | | | | | | | |
|--|---|----|--|--|---|---|--|---|
| 1. In lieu of the use of superior qualifications and special needs pay setting authority, did you consider the possibility of an recruitment incentives, 5 CFR 575.212(b)? | YES | NO | | | | | | |
| 2. Does the candidate possess superior qualifications for the position or do the candidate's services fill a special need of the agency? | YES | NO | | | | | | |
| 3. 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"> <tr> <td>Candidate has special qualifications needed to meet mission requirements</td> <td>Desirability of the duties, work or organization environment, or geographic location of the position</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>Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled</td> </tr> <tr> <td>Recent turnover in the same or similar positions</td> <td>Success of recent recruitment efforts involving similar positions</td> </tr> </table> | | | Candidate has special qualifications needed to meet mission requirements | Desirability of the duties, work or organization environment, or geographic location of the position | Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled | Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled | Recent turnover in the same or similar positions | Success of recent recruitment efforts involving similar positions |
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| Recent turnover in the same or similar positions | Success of recent recruitment efforts involving similar positions | | | | | | | |
| 4. Is the candidate's most recent performance rating of record at least "Fully Successful" or equivalent? (Skip this question if the incentive is for a newly appointed employee) | YES | NO | | | | | | |

Attach the Required Documents and Justifications to this Request Worksheet

Required Documents and Justification from Nominating Supervisor:

- Candidate's Resume (must show significant non-Federal experience that is directly applicable to the requirements of the position)
- Written explanation as to why a recruitment incentive was not chosen or why the SQA was offered in conjunction with a recruitment incentive
- Written documentation of superior qualifications of the individual or special agency need for the candidate's services that justifies a higher minimum rate
 Position description of the job being filled
- DD214 (Member 4 Copy needed) -Prior Military Only
- 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

CHRC Validation of Eligibility

Valid Invalid

Print Name:

Title/Rank:

Signature:

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: