

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: _____
 Total Adjusted Salary (includes locality/special rate): \$ _____ Telephone: _____
 RPA # (if applicable): _____

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 |

• Factors Considered (Please select all that apply):

- | | |
|--|---|
| The level, type or quality of the candidate's skills or competencies; | The success of recent efforts to recruit candidates for the same positions; |
| The candidate's existing salary, recent salary history or salary documented in a competing job offer (taking into account the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location); | Recent turnover in the same positions; |
| Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled; | The importance /criticality of the position to be filled and the effect on the activity if it is not filled or if there is a delay in filling it; |
| Existing labor market conditions and employment trends, including the availability and quality of candidates for the same positions; | The desirability of the geographic location, duties, and/or work environment associated with the position; |
| | Activity workforce needs, as documented in the activity's strategic human capital plan; or |

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:

Title/Rank:

Signature:

Print Name:

Title/Rank:

Signature:

Print Name:

Title/Rank:

Signature:

Print Name:

Title/Rank:

Signature: