

SUPERIOR QUALIFICATIONS APPOINTMENT (SQA)

Request Worksheet

Updated July 2019



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 |
| 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 | | | | | | | |
| 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
- Approvals for SQAs above Step 5 of the Grade require NCR MD Personnel Division approval.

CHRC Validation of Eligibility

Valid Invalid

Print Name:

Title/Rank:

Signature:

NCR MD CONCURRENCE /
 NONCONCURRENCE FOR SQA ABOVE
 STEP 5 _____
 NCR MD PERSONNEL CHIEF

Nominating Supervisor

Approved Disapproved

Resource Management

Approved Disapproved

Second Level Approver (Optional)

Approved Disapproved

Final Level Approver

Approved Disapproved

Print Name:

Print Name:

Print Name:

Print Name:

Title/Rank:

Title/Rank:

Title/Rank:

Title/Rank:

Signature:

Signature:

Signature:

Signature: