

RECRUITMENT INCENTIVE

Request Worksheet



Selectee Name:

MTF/Center:

Position Title:

Directorate/Division:

Pay Plan: Series: Grade: Step:

Department/Service/Branch:

Hiring Manager:

Email:

Annual Rate of Basic Pay \$
(including locality/special rate):

Telephone:

RPA # (if applicable):

Proposed Recruitment Incentive Amount
(up to 25% of annual rate of basic pay, including locality/special rate):

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

- | | | | | | | | | |
|---|---|----|--|---|---|--|--|---|
| 1. Has the position been designated as "hard to fill"? | YES | NO | | | | | | |
| 2. Is the position covered in one of the approved categories provided in 5 CFR 575.103? | YES | NO | | | | | | |
| 3. Is the incentive for a newly appointed employee or a former Federal employee with at least a 90 day break in service? (Ref 5 CFR 575.102) | YES | NO | | | | | | |
| 4. 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 | | | | | | |
| 5. 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%;"> <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 "hard to fill"
- Explanation of the above factors considered for the incentive

Resource Management		Nominating Supervisor		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:	