

# SUPERIOR QUALIFICATIONS APPOINTMENT (SQA)

## Request Worksheet



Selectee Name: \_\_\_\_\_ MTF/Center: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Directorate/Division: \_\_\_\_\_  
 Pay Plan: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_ Department/Service/Branch: \_\_\_\_\_  
 Hiring Manager: \_\_\_\_\_  
 Base Salary \_\_\_\_\_ \$ \_\_\_\_\_ Email: \_\_\_\_\_  
 (not including locality/special rate): \_\_\_\_\_ Telephone: \_\_\_\_\_  
 RPA # (if applicable): \_\_\_\_\_

**Proposed Step or Increased Rate (up to 20% of Base Salary):**

**If any answer below is "No," the SQA 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 this incentive for a newly appointed employee as defined in 5 CFR 575.102?   | YES | NO |
| 4. Does the candidate possess superior qualifications for the position or do the candidate's services fill a special need of the agency?   | YES | NO |
| 5. Is the candidate'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 |
| 6. 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)
 

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

**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

CHRC Validation of Qualifications

Valid Invalid

Print Name:

Title/Rank:

Signature:

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: