

REQUEST FOR RECRUITMENT/RELOCATION BONUS

EMPLOYEE/APPLICANT NAME <i>(Last, First, MI)</i>	TITLE/SERIES/GRADE OR LEVEL
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RPA #	ORG LOCATION/ACTIVITY
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BONUS REQUESTED

RECRUITMENT _____ % of Pay Dollar Amount \$ _____	RELOCATION _____ % of Pay Dollar Amount \$ _____
LENGTH OF SERVICE AGREEMENT: 1 YEAR MINIMUM OR _____	LENGTH OF SERVICE AGREEMENT: 1 YEAR MINIMUM OR _____

BONUS JUSTIFICATION

(Complete only those items considered in justifying the request)

1. LENGTH OF TIME REQUIRED TO FILL SIMILAR POSITIONS

Title/Series/Grade or Level	Total Positions	Total Time to Fill	
		Months	Days

2. OFFER/ACCEPTANCE RATE FOR SIMILAR POSITIONS

Title/Series/Grade or Level	Total Positions	
	Accepted	Declined

3. PENDING VACANCIES FOR SIMILAR POSITIONS

Title/Series/Grade or Level	Total

4. RECENT TURNOVER IN SIMILAR POSITIONS

Title/Series/Grade or Level	Total

5. Describe labor-market factors, if any, that may affect the activity's ability to recruit high quality candidates for similar positions now or in the future.

6. Describe any special qualifications needed for the position.

7. Describe any other factors that serve as a basis for the request.

COMPLETE BELOW FOR RECRUITMENT BONUS FOR NON-DEMO POSITIONS ONLY

SUPERIOR QUALIFICATIONS APPOINTMENT Requested Not Requested
Grade/Step _____ Dollar Amount \$ _____

Explain the activity's rationale for using/not using a superior qualifications appointment alone or in combination with the requested bonus.

HIGHEST PREVIOUS RATE Requested Not Requested
Grade/Step _____ Dollar Amount \$ _____

CERTIFICATION: I certify that the position for which a bonus is being requested is hard to fill and/or is critical to the organization's mission. In the absence of the bonus requested herein, the activity would encounter difficulty in filling the vacant position with a high-quality candidate.

RECOMMENDING OFFICIAL (*Title, Signature*) DATE

Enclosures:
(1) Resume
(2) College Transcript(s) for recent college graduate (*i.e., within past 12 months*)
(3) Position Description or Requirements Document

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HRO RECOMMENDATION:

Approve Request

Approve Request with the following modification: _____

Deny Request: Position does not meet the criteria for hard-to-fill occupations.

Deny Request: Candidate is ineligible for the following reasons:

HRO OFFICIAL (*Title, Signature*) DATE

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APPROVING OFFICIAL (*Title, Signature*) DATE
Approved Disapproved

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BONUS OFFERED _____ % Bonus Accepted Bonus Declined
Dollar Amount \$ _____

HRO OFFICIAL MAKING OFFER (*Title, Signature*) DATE