HIRING INCENTIVE REQUEST FORM (PILOT PROCESS)

Use this form to obtain approval to offer a hiring incentive for Civil Service and Administrative Professional recruitments. Please refer to Hiring Incentive Payment Program for the process overview for the hiring incentive.

Departments/units considering offering a hiring incentive program for open positions must submit a request to Human Resource Services (hrs@wsu.edu) using this template. The request must be signed by the unit’s appointing authority to approve such a payment.

- Use this form to obtain approval to offer a hiring incentive for Civil Service and Administrative Professional recruitments. Please refer to Hiring Incentive Payment Program for the process overview for the hiring incentive.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Initial Request</th>
<th>Addition of job profiles</th>
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</thead>
<tbody>
<tr>
<td>Statement of reasons for requesting a Hiring Incentive Program:</td>
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<td>Type of funds the incentives will be paid from:</td>
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<td>Other considerations:</td>
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<table>
<thead>
<tr>
<th>Job Profile #</th>
<th>Job Profile Name</th>
<th>Proposed Incentive Amount</th>
<th># of Open Positions</th>
<th># of Open Requisitions</th>
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☐ I have reviewed the Hiring Incentive Payment Program and agree to monitor the successful completion of conditions of offer and one time lump sum payment process.

☐ I assume responsibility for ensuring compliance with the recruitment incentive program policy including:
  - Posting the availability of a hiring incentive on the notice of vacancy.
  - Collecting department approvals.
  - Collecting the employee’s hiring incentive attestation and forwarding copies as appropriate.
  - Coordinating the one-time hiring incentive payment to occur after the completion of six (6) months after the original hiring date.

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<th>Department</th>
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<td>Signature: ____________________ Date: ___</td>
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<td>Print Name: __________________________ Date: ___</td>
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<th>Appointing Authority</th>
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<td>Signature: ____________________ Date: ___</td>
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<td>Print Name: __________________________ Date: ___</td>
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<th>Human Resource Services</th>
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<td>Signature: ____________________ Date: ___</td>
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<td>Print Name: __________________________ Date: ___</td>
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Cc: HRS Employment Services

Last Updated 05.24.22