



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.

Department:		<input type="checkbox"/> Initial Request <input type="checkbox"/> Addition of job profiles		
Statement of reasons for requesting a Hiring Incentive Program:				
Type of funds the incentives will be paid from:				
Other considerations:				
Job Profile #	Job Profile Name	Proposed Incentive Amount	# of Open Positions	# of Open Requisitions
<input type="checkbox"/> 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				
<input type="checkbox"/> I assume responsibility for ensuring compliance with the recruitment incentive program policy including: <ul style="list-style-type: none"> - 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. 				
Department Signature: _____ Date: _____ Print Name: _____				
Appointing Authority Approval Signature: _____ Date: _____ Print Name: _____				
Human Resource Services Acknowledgement Signature: _____ Date: _____ Print Name: _____				

Cc: HRS Employment Services