# Recruitment Incentive Payment PROGRAM REQUEST FORM (CAMPUS)

Use this form to obtain approval for a Recruitment Incentive Payment Program for staff under the [University’s Staff Recruitment Incentive Payment policy](https://hr.uw.edu/talent/hiring-process/recruitment-incentive-payments/).

Units considering offering a recruitment incentive program for open positions must submit a request to UWHR (uwvphr@uw.edu) using this template. The request must be signed by the unit’s administrative official with delegated authority to approve such a payment such as an appointing authority, dean, vice president, or medical center CEOs or their delegate.

|  |  |
| --- | --- |
| Major Organization:       |  [ ]  Initial Request [ ]  Addition of job profiles |
| Proposed Program Duration:       | Unit Program Review Period: [ ]  Quarterly [ ]  Biannually [ ]  Annually |
| Statement of reasons (e.g., difficulty to fill, education and training required for the job classification) for requesting a Recruitment Incentive Program:      |
| Market/Competitor research:      |
| 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 |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| [ ]  | I have reviewed the [UWHR Recruitment Incentive Program Policy](https://hr.uw.edu/talent/hiring-process/recruitment-incentive-payments/) and agree to the parameters for repayment terms and program monitoring.  |
| [ ]  | I assume responsibility for ensuring compliance with the recruitment incentive program policy including:* Collecting department approvals.
* Collecting the employee’s recruitment incentive repayment attestation that includes repayment conditions.
* Coordinating the one-time recruitment incentive payment by the employee’s second paycheck.
* Monitoring the employee’s completion of the payment terms requiring 12 months of continuous service
* Collecting the full amount of the incentive payment should an employee trigger repayment obligations.
 |
| Major Org Administrative Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| VP of Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |