# 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](mailto: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.

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| 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 |
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|  | 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: | | |