



Recruitment Incentive Payment Request Form (Campus)

Use this form to obtain approval for a Recruitment Incentive Payment Program for campus staff under the [UWHR Recruitment Incentive Program Policy](#).

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.

1. Major Organization:
2. Is this an initial request or are you adding job profiles to an existing program?
 - a. Initial request Addition of job profiles
3. Proposed program duration:
4. Unit Program Review Period: Quarterly Biannually Annually
5. Statement of reasons (e.g., difficulty to fill, education and training required for the job classification) for requesting a Recruitment Incentive Program:

6. Market/Competitor research:

7. Type of funds the incentives will be paid from:

8. Other considerations:

Job profile #	Job profile name	Proposed incentive amount	Repayment terms (up to 24 months)	# of open positions	# of open requisitions

Department responsibilities

- I have reviewed the [UWHR Recruitment Incentive Program Policy](#) and agree to the 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 up to 24 months of continuous service.
 - Collecting the full amount of the incentive payment should an employee trigger repayment obligation.

Signatures

Major Org Administrative Official Signature:	Date:
VP of Human Resources Signature:	Date:
President:	Date:

If an accommodation is needed in the completion and submission of this form, please contact Total Talent Management.