

MEMORANDUM FOR

Date

FROM:

SUBJECT: Advanced In-hire Rate Recommendation for

Proposed advanced in-hire rate GS/WG Grade\_\_\_\_\_Step\_\_\_\_\_

In accordance with the ID HR Policy Letter 15-001, Superior Qualifications and Appointment:

Name:\_\_\_\_\_ Position Title:\_\_\_\_\_

is recommended for an advanced in-hire rate based on superior qualifications and the special needs of this agency.

**Narrative of individual's superior qualifications:**

**Factors considered in determining reason for setting pay at a rate higher than step one: (documentation of existing rate of pay, i.e. most current Leave and Earning Statement or W-2 must be attached)**

**Rationale for advanced-in-hire rate verses a recruitment bonus:**

**Rationale for the agencies need of this specific candidate's services:**

**Documentation of failed recruitment efforts to fill the position:**

**Rationale for importance/criticality of the position and the effect on the agency if it is not filled in a timely matter:**

ID HRO Form 15-001b Advanced In- Hire Rate Recommendation Form will be used in establishing eligibility, approval or disapproval and will become a part of the regulatory requirement for recordkeeping and OPM reporting requirements. Additionally the Standard Form 52 (SF 52) must be attached in order to process an approved advanced in-hire rate.

Nominating Official Name and Grade\_\_\_\_\_

Title/Unit \_\_\_\_\_

Phone Ext \_\_\_\_\_

Attachments:

SF 52

Resume, Application or Selection Package

Documentation of current salary

IDHRO Form 15-001a (January 2015) Advanced In-Hire Rate Request

**ID HRO Form 15-001b (January 2015) Advanced In-Hire Rate Recommendation and Justification**