

APPENDIX B

MEMORANDUM FOR: Superior Qualifications Program Mgr, HR Specialist (Staffing)

DATE:

FROM:

SUBJECT: Superior Qualifications Request

Proposed rate GS Grade _____ Step _____

In accordance with the HR Policy Letter 001: Superior Qualifications Appointment:

Name:

Position Title:

is recommended for a Superior Qualifications rate based on the factors checked on IDHRO Form 001, Appendix A.

Narrative of individual's superior qualifications:

Factors considered in determining reason for setting pay at a rate higher than step one (address each factor checked on Appendix A and supply any necessary supporting documentation, i.e. most current Leave and Earning Statement or W-2):

Rationale for higher step verses a recruitment bonus:

Documentation of failed recruitment efforts to fill the positions:

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

Nominating Official Name and Grade:

Title/Unit:

Phone Ext.:

Attachments:

SF52

Resume, Application or Selection Package

Documentation of current salary

ID HRO Form 001 Appendix A (March 2023)