

**Bureau of Land Management  
Recruitment Incentive/Superior Qualifications Checklist**

\_\_\_\_\_ I have considered the practicality of offering (Applicant's Name) a superior qualifications appointment alone or in combination with a recruitment incentive.

\_\_\_\_\_ The applicant was not offered a superior qualifications appointment, in conjunction with the recruitment incentive for the following reason(s):

\_\_\_\_\_ The applicant was offered a superior qualifications appointment in addition to the recruitment incentive for the following reason(s).

\_\_\_\_\_ Attached is a copy of the written offer to the applicant for a superior qualifications appointment and the employee's written refusal to accept the position without a recruitment incentive.

\_\_\_\_\_  
Local Human Resources Representative Signature/Date

\_\_\_\_\_  
Requesting Official Signature/Date

\_\_\_\_\_  
Local Human Resources Signature/Date