

**Student Loan Repayment Checklist –  
New Employee**

1. Name of Selectee: \_\_\_\_\_
2. Position Title: \_\_\_\_\_
3. Pay Plan-Series-Grade/Step (Salary): \_\_\_\_\_
4. Gross annual amount of student loan repayment benefits: \_\_\_\_\_
5. Duration of student loan repayment benefits: \_\_\_\_\_
6. Will the selectee be serving under a Schedule C appointment? Yes    No
7. Does the written determination support the conclusion that in the absence of student loan repayment benefits, NNSA would encounter difficulty in filling the position? Yes    No
8. Does the written determination consider one or more of the following factors?
  - a. Success of recent efforts to recruit candidates for similar positions, as indicated by offer acceptance rates, proportion of positions filled, and length of time required to fill similar positions. Yes    No
  - b. Recent turnover in similar positions. Yes    No
  - c. Labor market factors that may affect NNSA’s ability to recruit candidates for similar positions now or in the future. Yes    No
  - d. Special qualifications needed for the position. Yes    No
  - e. The practicality of using the superior qualifications appointment authority and/or a recruitment bonus alone or in combination with student loan repayment benefits. Yes    No
  - f. Other (Specify if Yes). Yes    No
9. Does the written determination include an explanation of how the amount of student loan repayment benefits was derived? Yes    No

Human Resources Consultant

Signature

Date