

MERIT RECOMMENDATIONS AND APPROVAL

Top section completed by supervisor for each employee

Employee Name:

Banner ID:

Position Title:

Dean/Director/AVP Reviewed Evaluation : Initial:

Date:

Dean/Director/AVP to initial after reviewing evaluation for each employee.

Average Ratings over 4.0:

Supervisor: Initial:

Date:

Supervisor will initial if the rating is over 4.0 and send it to the Dean/Director/AVP for review.

Dean/Director/AVP: Initial:

Date:

Dean/Director/AVP to initial after reviewing evaluations with average ratings over 4.0.

Divisional VP: Initial:

Date:

Divisional VP to initial after reviewing evaluations with average ratings over 4.0.

Recommendation for Merit Increase

Average rating 3.5 or higher: Yes

No

Initial:

Date:

Supervisor will select appropriate box for each employee.

Supervisor: Yes

No

Initial:

Date:

If question above is answered yes, then the supervisor will select if the employee is being recommended for merit and send it to Dean/Director/AVP for review.

Dean/Director/AVP: Yes

No

Initial:

Date:

Dean/Director/AVP will select if the employee is being recommended for merit and send it to Divisional AVP for review if yes is selected.

Divisional VP: Yes

No

Initial:

Date:

Date:

Divisional VP will review and select if the employee will receive merit and send form to HR.