

SAMPLE
STUDENT EMPLOYEE MERIT RECOMMENDATION FORM

PLEASE TYPE OR PRINT

Name: _____ Working Title: _____ Current Pay Rate: _____ Employing Unit: _____ Length of Time at Current Position: _____
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SUPERIOR

- *Student employee consistently exhibits superior, special, or unique skills and abilities.*
- *Student employee demonstrates exemplary performance that contributes to a sustained benefit to the University or employing unit.*
- *Student employee exhibits a superior ability to work effectively with staff and/or faculty, and are seen as exceptional team players.*

MORE THAN SATISFACTORY

- *Student employee demonstrates a high level of skill and/or initiative within their performance level.*
- *Student employee contributes practices that enhance efficiency, productivity, and morale.*

SATISFACTORY

- *Student employee has served as a positive role model to others.*
- *Student employee demonstrates strong interpersonal skills and is consistently dependable, punctual, and self motivated.*

Recommendation: 0% - 05% Increase (comparable to staff increase percentages)	
<input type="checkbox"/> Superior	_____ % Increase
<input type="checkbox"/> More Than Satisfactory	_____ % Increase
<input type="checkbox"/> Satisfactory	_____ % Increase
• New Pay Rate \$ _____	

Unit Approvals:			
_____ Supervisor's Name	_____ Supervisor's Approval/Signature	_____ Date	_____ Extension/Email
/			
_____ Unit Head's Name	_____ Unit Head's Approval/Signature	_____ Date	_____ Extension/Email

• **DECISION MAKING AUTHORITY:** (For Business Office Use Only) •

__ Approval Denied __ Approved as Recommended __ Revised to \$ _____

_____ NAME	_____ SIGNATURE	_____ TITLE	_____ DATE
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APPROVED COPIES TO: 1) Employee's Supervisor 2) Service Center Employee Personnel File