

S A M P L E

DATE:
TO: (Supervisor), (Unit)
FROM: (Sender), (Service Center)
RE: (Student Employee Name)

The above named student employee, who currently earns \$(Rate)/hr., is eligible for a merit increase effective (EffDate).

Please complete the following brief evaluation of this student’s work performance since hired, or since last eligible for a merit increase. Relative to this performance, you then have four choices for a merit recommendation. Please mark the appropriate choice, obtain the student employee’s signature, sign and date the document yourself and return it to me no later than (RetDate). Failure to return this form in a timely manner will have an adverse effect on this student’s pay. Thank you.

For All Positions:

- ___ DEPENDABILITY: Consider punctuality, regularity in attendance, meeting deadlines, and performing work without close supervision.
- ___ QUALITY OF WORK: Evaluate the accuracy, completeness and follow-through of work. Also consider compliance with work and health safety rules and procedures.
- ___ PRODUCTIVITY: Evaluate the volume and timeliness of work based on the requirements of the job.
- ___ COMMUNICATION SKILLS: Consider ability to communicate with the public and coworkers in a helpful and informative manner.

If Applicable to the Position:

- ___ JOB KNOWLEDGE: Evaluate the use of information, procedures, materials, equipment and techniques, etc., required for current job.
- ___ INITIATIVE: Consider self starting ability, resourcefulness, and creativity as applied to the duties of the position.
- ___ PLANNING/ORGANIZING: Consider abilities to handle varying work demands, to develop efficient methods, to establish work priorities and to utilize available resources.

O = Clearly Outstanding M = More Than Satisfactory S = Satisfactory I = Improvement Needed

Merit Increase Recommendation

Based on the above evaluation, please check one of the following:

- ___ Clearly Outstanding. Exceeds all expectations for the position’s goals and duties. Increase hourly wage by **\$.20/hr.**
- ___ More Than Satisfactory. Met all the expectations for the positions goals and duties, and in many instances exceeded them: Increase hourly wage by **\$.15/hr.**
- ___ Satisfactory. Met practically all position goals or duties and in some instances exceeded them. Increase hourly wage by **\$.10/hr.**
- ___ Improvement Needed. Failed to meet position goals or duties or met them only partially: No increase in hourly wage.

Student Employee Signature	Date
Supervisor Signature	Date
Service Center Approvals	Date