

# MERIT CONVERSATION

## OUTLINE FOR SUPERVISORS

[This conversation happens mid-late June when merit numbers have been finalized by the VCs/Deans/Department Heads.]

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1. Supervisor schedules the conversation with employee. Business Centers can provide salary information to supervisor.
  2. Explain how the increase pool was distributed.
    - X.XX% was communicated by the Chancellor
    - X.XX% was available to your unit
    - X.XX% was held back in your unit to address \_\_\_\_\_
    - X.XX% was available to be distributed to staff
  3. Explain that increases are based on merit/performance
  4. Explain that performance conversations along with other performance related information is used by the supervisor to make a merit increase recommendation.
  5. Explain that final merit increase decisions are made by the Unit Administrator.
  6. Explain that employees no longer receive numeric ratings as a result of the performance conversations. Instead, employees should have a clear idea of their performance in relation to established expectations based on discussions during their performance conversations and regular check-ins.
  7. Discuss the employee's performance.

You could say, "During our performance conversations we discussed how you, *fulfilled*, *somewhat fulfilled*, or *did not meet* expectations" and then provide a brief description of why.
  8. Communicate the amount of their increase.

You could say, "Because your performance *was exceptional, consistently exceeded, fulfilled, somewhat fulfilled* or *did not meet expectations* this year, you will (or will not) receive an increase of \$\_\_\_\_\_ or \_\_\_\_\_% increase. Your new salary will be \$\_\_\_\_\_ effective July 1, 20XX.
  9. Reaffirm how the employee's role and performance contribute to the mission of the university and the unit.
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