

IANR MERIT CONVERSATION OUTLINE FOR SUPERVISORS

Merit Conversations take place in June after merit numbers have been finalized by the Vice Chancellors, Deans and Department Heads.

Merit Conversation Process:

1. Schedule the merit 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. Performance conversations, along with other performance related information, are used by the supervisor to make a merit increase recommendation.
4. Explain that employees should have a clear idea of their performance in relation to established expectations based on discussions during performance conversations and regular check-ins.
5. 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 provide a brief description of why.
6. 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 _____%. Your new salary will be \$_____ effective July 1, 20XX.
7. Explain that final merit increase decisions are made by the Unit Administrator.
8. Reaffirm how the employee's role and performance contribute to the mission of the university and the unit.

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