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 performance conversations. Instead, employees should have a clear idea of their performance in relation to established expectations based on discussions during their performance conversations.

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 you EXCEPTIONALLY EXCEEDED, CONSISTENTLY EXCEEDED, or DID NOT MEET expectations this year, you will receive an increase of $_____ or __% increase. Your new salary will be $____ effective July 1, 20XX.

9. Reaffirm how the employee contributes to the mission of the university and the unit. You could also check-in on the expectations and discussion of the next steps.

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