

# IANR Annual Merit Recommendation Form Instructions

March 2022

The IANR Annual Merit Recommendation Form (Merit Form) was developed to bridge the IANR Staff Performance Management process to the annual Merit Increase Process. A presentation with detailed information and instructions on how to complete the Merit Form is located at <https://ianrhr.unl.edu/performance-management> and should be reviewed prior to completing the Merit Form.

It is important to keep in mind this is a recommendation. The final merit increase decision is made by the Unit Administrator.

## Steps for Supervisors:

### **1. Merit Form is Distributed**

- The form will be sent to supervisors by their Business Center by March 1 each year. The form can also be found at <https://ianrhr.unl.edu/performance-management>

### **2. Complete the Merit Form**

- One form should be completed per supervisor.
- The form should be completed by the immediate supervisor using all performance-related information sources available to them since the last merit form was completed.
- All regular, staff employees you supervise should be listed on the form in one of the five areas as explained on the form:
  - Exceptional Performance
  - Consistently Exceeded Expectations
  - Fulfilled Performance Expectations
  - Somewhat Meets/Does Not Meet Expectations
  - Did Not Meet Expectations

### **3. Return the Merit Form**

- Return the form as soon as completed with a final deadline of **March 31**.
- The Merit Form is a “summary” document and it is critical that any merit recommendation is supported by back-up documentation. However, the supporting documentation does not need to be attached unless required by the Unit Administrator.

### **4. Schedule and conduct a merit conversation with the employees you supervise**

- Your Business Center will provide you the final merit increase information.
- You should schedule a time to meet with everyone you supervise to let them know what their salary will be starting July 1. A Merit Conversation guide is located at <https://ianrhr.unl.edu/performance-management>.

Questions related to Performance Management or completing the Merit Form should be directed to:

Becky Carter, IANR Senior HR Specialist

[becky.carter@unl.edu](mailto:becky.carter@unl.edu)

(402) 472-5893

Cindy Copich, IANR HR Specialist

[copich@unl.edu](mailto:copich@unl.edu)

(402) 472-5893

Questions related to merit should be directed to your Business Manager or the IANR Budget Office.

Bryan Areman, IANR Finance Director

[bareman2@unl.edu](mailto:bareman2@unl.edu)

(402) 472-1420

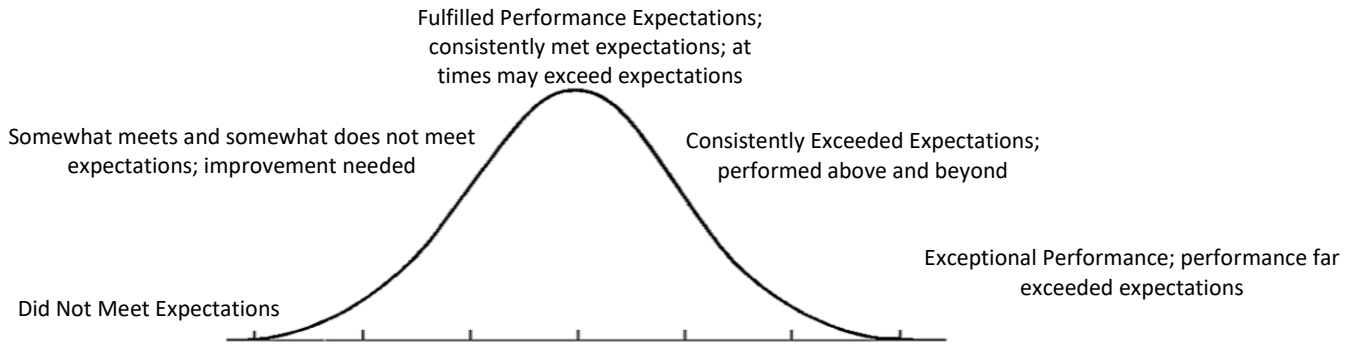
# IANR Annual Merit Recommendation Form (Merit Form)

March 2022

Date Completed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Department: \_\_\_\_\_



**NOTE:** Rows can be added or removed in each section as needed depending on the number of employees supervised. It is possible there will not be any employees listed every section. This information will be shared with unit administrators to make salary determinations.

List the name(s) of the employee(s) and justification(s) for **exceptional performance** rating.

EXCEPTIONAL PERFORMANCE	
<ul style="list-style-type: none"> <li>▪ Performance far exceeded expectations in all key areas of responsibility with exceptionally high quality of work and exceptional or unique contributions to organizational objectives</li> <li>▪ Behavior consistently exemplified the highest values of the organization</li> <li>▪ This rating is not given frequently.</li> </ul>	
Employee Name(s)	Justification(s)

List the name(s) of the employee(s) for each of the following ratings. No additional justification is needed on this form for employees in these areas.

SOMEWHAT MEETS/DOES NOT MEET	FULFILLED EXPECTATIONS	CONSISTENTLY EXCEEDED EXPECTATIONS
<ul style="list-style-type: none"> <li>▪ Performance did not consistently meet job requirements</li> <li>▪ Meets majority but not all expectations</li> <li>▪ Behavior may not consistently reflect the essential organizational values</li> <li>▪ This performance rating would typically follow on-going counseling and coaching for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance consistently met expectations in key areas of responsibility; at times may exceed expectations. The overall quality of work was good</li> <li>▪ Is dependable, highly reliable, follows through on assignments</li> <li>▪ Exhibited behavior consistent with the values of the organization</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance consistently exceeded expectations in key areas of responsibility, and the quality of work was generally excellent</li> <li>▪ Exhibited model behavior that reflected the values of the organization</li> </ul>
Employee Name(s)	Employee Name(s)	Employee Name(s)

List the name(s) of the employee(s) and justification(s) for **did not meet expectations** rating. This rating should not be a surprise to the employee. You should have/maintain adequate documentation to support/show meetings and notification to the employee about expectations not being met. For each employee listed, please note whether you have contacted IANR HR to assist you with addressing the employee's performance concerns.

DID NOT MEET EXPECTATIONS		
<ul style="list-style-type: none"> <li>▪ Failed to meet essential performance expectations</li> <li>▪ Lack of improvement would likely be previously documented through progressive discipline</li> <li>▪ Behavior may be contrary to essential organizational values</li> <li>▪ Repeated overall annual ratings of "Did Not Meet and Somewhat Meets/Does Not Meet" should not be tolerated. Improvement is essential for continued employment. A plan to improve performance must follow and include clear expectations, deadlines, and formally scheduled one-on-one reviews for measuring the expected improvements.</li> </ul>		
Employee Name(s)	Justification(s)	IANR HR (yes/no)

Final date to return form is March 31 or as directed by your business center.