IANR Annual Merit Recommendation Form (Merit Form)

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 in 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.

<table>
<thead>
<tr>
<th>Employee Name(s)</th>
<th>Justification(s)</th>
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<tbody>
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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.

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<thead>
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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.

<table>
<thead>
<tr>
<th>Employee Name(s)</th>
<th>Justification(s)</th>
<th>IANR HR (yes/no)</th>
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Final date to return form is March 31 or as directed by your business center.
IANR Annual Merit Recommendation Form Instructions

The IANR Annual Merit Recommendation Form (Merit Form) bridges the staff performance management process to the annual merit increase process. A presentation with detailed information and instructions on how to complete the merit form can be viewed [here](#).

Keep in mind that this is a recommendation. The final merit increase decision is made by the Unit Administrator.

Steps for Supervisors

1. Distribute Merit Form
   - The [Merit Form](#) will be sent to supervisors by their Business Centers by March 1 each year.

2. Complete 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 supervised should be listed on the form in one of the five areas:
     - Exceptional Performance
     - Consistently Exceeded Expectations
     - Fulfilled Expectations
     - Somewhat Meets/Does Not Meet Expectations
     - Did Not Meet Expectations

3. Return Merit Form
   - Return the form as soon as completed, but no later than **March 31**.
   - Supporting documentation does not need to be attached, unless required by the Unit Administrator

4. Conduct Merit Conversation
   - Your Business Center will provide you the final merit increase information.
   - Schedule a time to meet with your employees individually to let them know what their salary will be as of July 1. The Merit Conversation guide can be viewed [here](#).

Questions related to Performance Management or the Merit Form should be directed to:
Marc Sturek, IANR HR
msturek2@unl.edu
(402) 327-1842

Questions related to merit amounts and the merit process should be directed to your Business Manager or the IANR Budget Office.
Bryan Areman, IANR Finance Director
bareman2@unl.edu
(402) 472-1420