Salary Adjustment recommendation

for september 1st, 2018 to march 31st, 2019

## Team Member:

## Leader:

## Date:

## Current Salary:

*The leader completes this form independent of the team member being evaluated. This serves as a recommendation to the executive team for consideration of a salary adjustment based on the assessed performance of the Team Member. The President + Vice-Chancellor, in consultation with the AVP, Human Resources and the VP, Finance + Administration, shall make the final approval of all proposed increases. When scoring for your recommendation, normal rounding conventions apply.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Goal** | **Exceeds Expectations** | **Meets Expectations** | **Requires Ongoing Development** | **Does Not Meet Expectations** |
|  | 3 | 2 | 1 | 0 |
|  | 3 | 2 | 1 | 0 |
|  | 3 | 2 | 1 | 0 |
|  | 3 | 2 | 1 | 0 |
| Totals |  |  |  |  |
| Add up the Total of all Scores: ( ) |
| Take the Total of All Scores ( ) and Divide by the Number of Goals = Final Score ( ) |
| Based on the Final Score tabulated above, indicate your recommended Salary Adjustment based on the guide below in the space provided. |
| **Final Performance Outcome:** | Below 95% of Control Point | Within 95% of Control Point | Above Control Point |
| Exceeded Expectation = 3 |  5%  | 3-4% | 2-3% |
| Met Expectation = 2 | 3 - 4% | 2-3% | < 2% |
| Requires Development = 1 | < 2% | < 2% | 0% |
| Did not Meet Expectation = 0 | 0% | 0% | 0% |

|  |  |
| --- | --- |
| **Recommended Salary Increase** | % |

|  |  |
| --- | --- |
| Leader’s Signature: | Date Signed: |
|  |  |
| Human Resources: | Date Reviewed: |