

Merit-Based Salary Adjustment Form

Employee Information

Employee Name

Employee ID

Department

Position

Review Date

Review Period

e.g., Jan 2023 - Dec 2023

Current & Proposed Salary

	Current	Proposed
Base Salary	<input type="text"/>	<input type="text"/>
Effective Date	<input type="text"/>	<input type="text"/>

Performance Justification

Provide a brief summary of employee's performance and justification for merit increase...

Summary of Evaluations

Criteria	Rating	Comments
Quality of Work	<div>Select</div>	<input type="text"/>
Productivity	<div>Select</div>	<input type="text"/>
Initiative	<div>Select</div>	<input type="text"/>
Teamwork	<div>Select</div>	<input type="text"/>

Approvals

Supervisor Signature

HR Signature

Date