

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		
Effective Date		

Performance Justification

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

Summary of Evaluations

Criteria	Rating	Comments
Quality of Work	Select <input type="button" value="▼"/>	
Productivity	Select <input type="button" value="▼"/>	
Initiative	Select <input type="button" value="▼"/>	
Teamwork	Select <input type="button" value="▼"/>	

Approvals

Supervisor Signature

HR Signature

Date