**PERFORMANCE-BASED SALARY ASSESSMENT (CONFIDENTIAL)**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | |
| **Name:** |  | **Last review date:** |  |
| **Position:** |  | **Today’s date:** |  |
| **Supervisor’s name:** |  | **Start date in current role:** |  |

**PART 1: PERFORMANCE ASSESSMENT SCORE**

After evaluating the employee’s degree of skill and competence using the **Performance Review – Supervisor Assessment**, total the number of points awarded. You will get a score out of 50.

|  |  |
| --- | --- |
| **Performance Assessment Total Score** | ***/50*** |
| Supervisor notes: |  |

**PART 2: PERFORMANCE-BASED SALARY INCREASE ASSESSMENT**

Use the Performance Assessment Total Score and the employee’s current placement in their salary range to determine the appropriate salary increase.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Illustrative Salary Progression Matrix**  **Example = 2.5% Budgeted Increase** | | | **Position on Range** | | |
| **Development** | **Median** | **Above** |
| **Performance**  **Rating** | 50 | Highest | 5.0% | 4.5% | 3.5% |
| 40-50 | High | 4.5% | 3.5% | 3.0% |
| 30-40 | Middle | 3.5% | 3.0% | 2.5% |
| 20-30 | Low | 2.0% | 1.5% | 1.0% |
| >20 | Lowest | 0% | 0% | 0% |
| *% Increase cannot exceed the salary range maximum* | | | | |

**PART 3: PERFORMANCE-BASED SALARY PROGRESSION RECOMMENDATION**

Based on the information in Part 1 and Part 2, detail your performance-based salary recommendation and rationale.

|  |  |
| --- | --- |
| **Employee’s Current Salary:** | **$** |
| **Salary Progression Recommendation:** | **%** |
| Rationale: | |