



**Salaried Employee Assessment Verification Form
Cohort Three**

Employee Name: _____ Employee ID: _____

Job Title: _____ Department: _____

Based on the pattern of performance assessments for the last four years, this employee is rated:

- Less than satisfactory (**Employee will not be eligible for an increase until successfully completing a Performance Improvement Plan. This rating must be documented by performance assessments administered during the rating period.**)
- Satisfactory (**Employee receives the 3% increase. No narrative is required.**)
- Extraordinary (**Employee is eligible for up to an additional 3% increase as determined by the Assistant Vice President for Human Resources.) Attach a narrative statement detailing specific, tangible examples of extraordinary performance during the rating period.**)

The supervisory recommendation should be submitted for review through the normal chain of command until it reaches the Dean/Director. The Verification Form must then be delivered to the Assistant Vice President for Human Resources by April 15, 2009. Endorsements of the Supervisor's rating require a signature only. Where the Supervisor has rated the employee's performance as extraordinary, additional narratives will be accepted, but are not necessary; objections to such a rating must be accompanied by a written explanation.

Supervisor Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Dean/Director Signature: _____ Date: _____

**Please send completed Verification Form by April 15, 2009 to:
Assistant Vice President for Human Resources, 230A Corbett Hall.**

Action of the Assistant Vice President for Human Resources:

Approve the recommendation for an additional increase for EXTRAORDINARY performance as follows: _____.

Disapprove the recommendation for an additional increase for EXTRAORDINARY performance.

Assistant Vice President for Human Resources

Date

Note: The Office of Human Resources will send a copy of the completed Verification Form to the employee, the employee's official personnel file, and the Dean/Director.