

Instructions for  
Completing Performance Evaluation Form and  
Calculating a Merit/Incentive Pay

**Performance Evaluation Form**

1. Enter information in all shaded areas only.
2. Under each factor, there is enough space to add supportive comments to your factor rating. Please keep these comments within 4 lines.
3. Do not e-mail completed forms to Human Resources.
4. Once you have completed the form, calculate performance ratings on merit chart and review with your Department Director for final approval prior to reviewing with your employees.
5. Human Resources need hard copies and real signatures for the personnel file.

**Calculating Merit Increases or Incentive Amounts**

1. Enter information in all shaded areas only.
2. Enter each weight per cent as .20; the program will automatically convert it to 20%.
3. Enter Rating number (0, 2, 4 6, or 8).
4. The program will automatically calculate each factor and bring total to the right hand side.
5. Enter the hourly/monthly wage.
6. Refer to the Merit Scale to determine the percentage amount within the salary range according to the performance rating.
7. Enter the percentage of merit/incentive as .03. Again, the program will convert to 3% and the new merit/incentive will be calculated and shown at the bottom.
8. Lastly, print out the calculation and submit it with performance evaluation.

If you have any questions, please contact Human Resources at extension 4378 or 2953.