**Employee Recognition & Merit Increase Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Department** |  |
| **Employee ID** |  | **Job Title** |  |
| **Supervisor/Manager** |  | **Supervisor/Manager** |  |

**Section 2: Recognition Details**

| **Criteria** | **Description / Examples** |
| --- | --- |
| Type of Recognition | ☐ Outstanding Performance ☐ Innovation ☐ Leadership ☐ Teamwork ☐ Customer Service ☐ Other: \_\_\_\_\_\_\_\_ |
| Recognition Period | From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| Description of Achievement |  |
| Supporting Evidence / Comments |  |

**Section 3: Merit Increase Recommendation**

| **Item** | **Details** |
| --- | --- |
| Current Salary | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recommended New Salary | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed Percentage Increase | =(New Salary - Current Salary)/Current Salary |
| Effective Date of Increase | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| Reason for Increase | ☐ Performance-based ☐ Promotion ☐ Market Adjustment ☐ Other: \_\_\_\_\_\_\_\_ |

**Section 4: Performance Summary**

| **Performance Category** | **Rating (1–5)** | **Comments** |
| --- | --- | --- |
| Quality of Work |  |  |
| Initiative & Creativity |  |  |
| Teamwork & Collaboration |  |  |
| Attendance & Punctuality |  |  |
| Communication Skills |  |  |
| Leadership / Potential |  |  |
| Overall Rating | =AVERAGE(B2:B7) |  |

**Section 5: Approvals**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Immediate Supervisor |  |  |  |
| Department Head |  |  |  |
| HR Representative |  |  |  |
| Senior Management |  |  |  |

**Section 6: HR Use Only**

| **Item** | **Details** |
| --- | --- |
| Approved Increase Amount | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payroll Updated On | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| HR Notes |  |