

# Sam Houston State University

## Annual Merit Review (AMR) Form

**Instructions:** Use this form to document staff employee's annual merit review. This form should be completed by the supervisor and reviewed with the employee during the annual merit review. This form should be kept in the department's file to maintain a record of the employee's annual merit review. See Human Resources Policy ER-6, Staff Evaluation System.

### *I. Employee:*

Name: \_\_\_\_\_ Sam ID#: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

### *II. Staff employee performance rating:*

**Instructions:** The immediate supervisor should complete this section as a part of the employee's annual merit review. Rate only performance topics that relate to the job performance of the employee being rated. **It is understood that the performance topics have different levels of importance or weight relative to each specific job.**

<u>Performance Topics:</u>	<u>Not Related</u>	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
1. Understanding and carrying out instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Quantity of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Adherence to policies, procedures & rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Organization & use of time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Working relationship with co-worker(s) and/or student(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Communication with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Use of required technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(OVER)

**III. Summarize the performance over the past year:**

**IV. Indicate or list suggested ways, if any, employee can improve job performance:**

**V. Overall rating of staff employee performance:**

- |                          |                                       |   |
|--------------------------|---------------------------------------|---|
| <input type="checkbox"/> | <b>Excellent</b>                      | Overall performance of job responsibilities and productivity is at a level that is consistently (>90% of the time) above that which is normally expected or required. |
| <input type="checkbox"/> | <b>Outstanding</b>                    | Overall performance of job responsibilities and productivity is at a level that is consistently (>70% of the time) above that which is normally expected or required. |
| <input type="checkbox"/> | <b>Exceeds Job Requirements</b>       | Overall performance of job responsibilities and productivity is at a level that is often (>50% of the time) above that which is normally expected or required.        |
| <input type="checkbox"/> | <b>Job Requirements</b>               | Overall performance of job responsibilities and productivity is at a level that is normally expected or required.   |
| <input type="checkbox"/> | <b>Does Not Meet Job Requirements</b> | Overall performance of job responsibilities and productivity is sometimes at a level <u>below</u> what is normally expected or required.                              |

**VI. Signatures:**

Employee Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Attach supporting documents if necessary.