

**UNIVERSITY OF MICHIGAN LIBRARY
RECOMMENDATION FOR MERIT INCREASE**

(Print Name of Employee)

Period covering June 2032 to May 2013

- Met or Exceeded Expectations – Met or exceeded performance expectations and job responsibilities as described in performance evaluation.
- Did Not Meet Expectations – Did not meet performance expectations and job responsibilities as described in performance evaluation.

PERFORMANCE EVALUATION MUST BE ATTACHED

Evaluations are due in Library Human Resources no later than July 15th

To be signed after discussion of the evaluation between staff member and supervisor:

Supervisor preparing evaluation

I have discussed this recommendation with the employee concerned.

(Signature)

(Date)

(Print Name)

To be completed by the staff member

I have read this recommendation and have reviewed it with my supervisor.

(Signature)

(Date)

(Print Name)

Staff members have the option of attaching comments. Comments can simply be noted for the file or you can have your comments formally reviewed by your Senior Manager and/or Associate University Librarian. Please check the box below to have your comments reviewed.

- Yes, I would like my comments to be reviewed by my Senior Manager and/or Associate University Librarian.