



Management Appraisal Form

Employee Name: _____

Date: _____

Current Annual Salary: _____

Grade Level 5th: 1st 2nd 3rd 4th 5th

Teamwork

Gross sales above Prior Year: Company Gross Sales Obtained per quarter.

1% increase for each quarter Gross Sales are met: 1% x _____ (qtrs) = _____ (% increase)

Cost of living adjustment: (COL) _____

Grade Level Adjustment (GLA)

Grade Level 5th calculation (circle applicable):

1st = (PY %) + 2% 2nd = (PY %) + 1% 3rd = (PY %) 0% 4th = (PY %) - 1% 5th = (PY %) - 2%

_____ PYI + _____ COL + _____ GLA %

Total % = _____
(Maximum 10%)

Performance

Attendance:

Unscheduled or Unpaid: 0 = +2% 1-5 = +1% 6-8 = -1% >8 = -2% Day

Total % = _____

SMS Score: (Average SMS Risk Assessment Score)

1.0 - 1.2 = +5%

1.31 - 1.4 = +2%

1.51 - 1.6 = 0%

1.71 - 1.8 = -2%

1.21 - 1.3 = +3%

1.41 - 1.5 = +1%

1.61 - 1.7 = -1%

Total % = _____

KPI Continual Improvement: Improved per quarter (circle all applicable)

1st qtr

2nd qtr

3rd qtr

4th qtr

3% increase for each quarter improvement met: 3% x _____ (qtrs) = _____ (% increase)

-3% reduction for each quarter improvement is not met: -3% x _____ (qtrs) = - _____ (% increase)

Total % = _____

Disciplinary Action

Disciplinary Action Received: (Circle one) Yes No Date(s): _____

-5% (per occurrence) from current year total increase if disciplinary action received

Total % = _____

Total % Annual Increase = _____ %

New Annual Salary: _____

Employee Signature _____

Date _____

Executive Signature _____

Date _____