

MATHEMATICAL INSTITUTE merit review 2008-2009 personal application

Name of employee

Job title of employee

Grade and salary point

Name of supervisor

Recommendation (*Please delete where not applicable)

*Recurrent/non-recurrent increment(s). If more than one, please state how many

*Team award: increment(s) **or** lump sum of £.....

Brief job description

For an award to be considered the individual will need to have performed well in all the key functional areas of his or her job. If this is the case, please complete sections A and B below.

Section A

For an award to be considered the employee must have demonstrated excellent performance for at least one of criteria 1 and 2 below. Please provide specific examples.

1a. Making a contribution to the work of the department measurably above that which might reasonably have been expected. OR 1b. Attainment of agreed longer-term objectives to a consistently excellent standard that has positively impacted on the unit, department or University.

YES/NO

If yes give example

2. Contributing either to the department or division's achievement of its objectives, or to the University's achievement of its mission of academic excellence.

YES/NO

If yes give example

Section B

1. Adaptability beyond the requirements of the post.

YES/NO

If yes give example

2. Willingness and ability to learn beyond the immediate requirements of the post.

YES/NO

If yes give example

3. Resourcefulness beyond that expected in the grade.

YES/NO

If yes give example

4. Working effectively with others measurably beyond the requirements of the post.

YES/NO

If yes give example

5. Consistently demonstrating an exceptional standard of service with demonstrable impact on the service provided and/or the reputation of the unit, department or University, and consistently demonstrating exceptional performance, above the normal expectation for someone who is fully developed in that role, but where a regrading is not justified.

YES/NO

If yes give example

Signature of employee

Date

Name of person verifying

Position

Signature

Date

Attachments: if any, please indicate