

**MATHEMATICAL INSTITUTE MERIT REVIEW 2008-09: APPLICATION
(SUPERVISOR NOMINATION)**

Name of employee:

Job title of employee:

Grade and salary point:

Name of supervisor:

Date of last appraisal¹

Recommendation (Please tick one box)

Recurrent increment(s). If more than one, please state how many

Non-recurrent increment

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

Section A

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

¹ To be eligible for an award the employee must have performed well in all key areas of their job, which may be verified by appraisal documents, as well as fulfilling the appropriate merit criteria

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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

Name of person verifying Date

Signature