

Merit Pay Readiness Form

Objective: This assessment will assist in identifying areas that require attention to prepare your unit for implementing a merit pay plan.

Please Respond to the Following Statements:	Yes	No	Not Sure	Action Items
1. Our unit currently conducts annual performance appraisals on all employees.				
2. Current timing of performance reviews are conducive to merit implementation (i.e. allowing time for calibration).				
3. Our unit's performance management process is well understood and perceived as fair.				
4. Our unit's performance management process has well defined performance standards and a rating system that allows managers to easily differentiate performance.				
5. We have a calibration process in place to ensure consistency across the unit.				
6. Employees understand the performance appraisal process.				
7. Managers are fully trained and typically very effective at implementing the performance management program system including evaluating and communicating performance results.				
8. Our unit currently has an effective P&A merit pay plan.				

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Please Respond to the Following Statements:	Yes	No	Not Sure	Action Items
9. Performance ratings in my unit reflect the performance levels of employees and our unit has a good distribution of performance ratings.				
10. We are satisfied with our performance appraisal process for Civil Service employees.				
11. Managers understand compensation principles and practices.				