



REQUEST FOR WAGE EVALUATION

Turn your completed form into your foreman. Requests are evaluated on a quarterly basis.

There are many factors involved when considering a wage increase for an employee. These include (but are not limited to) attendance records, new skills mastered, work ethic, attitude, foreman comments, current market, etc.

NAME: _____

CURRENT WAGE: _____

DESIRED WAGE: _____

WHY DO YOU FEEL YOU SHOULD BE CONSIDERED FOR A WAGE INCREASE? _____

DESCRIBE YOUR STRENGTHS _____

WHAT AREAS DO YOU NEED TO IMPROVE ON _____

PLEASE LIST ANY NEW SKILLS MASTERED _____

SIGNATURE _____ DATE _____

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FOREMAN USE ONLY:

FOREMAN NAME: _____

DESCRIBE THE EMPLOYEE'S STRENGTHS _____

DESCRIBE THE EMPLOYEE'S WEAKNESSES _____

Evaluate the employee based on this criteria:

- 1-substandard, needs constant supervision
- 2-below average, needs improvement
- 3-average, meets standard criteria
- 4-above average, exceeds criteria
- 5-above and beyond, set apart from the rest, deserves special recognition

Personality - Flexible and easy to get along with, an adaptable team player 1 2 3 4 5

Communication – Listens, understands, expresses themselves well 1 2 3 4 5

Attendance – shows up every day on time, pays attention to break times 1 2 3 4 5

Initiative – works without close supervision, self-starter, independent worker 1 2 3 4 5

Production – is quick and efficient, gets a lot done 1 2 3 4 5

Quality of work – is good at job, never have to correct their work 1 2 3 4 5

Safety – knows the safety rules, conscientious about safety 1 2 3 4 5

IN YOUR OPINION, SHOULD WE GIVE THE EMPLOYEE A RAISE? YES NO

ADDITIONAL COMMENTS _____

FOREMAN SIGNATURE _____ DATE _____

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OFFICE USE ONLY

DECISION _____ DATE _____

WHY THIS DECISION _____

INFORMED EMPLOYEE OF DECISION/DISCUSSED AREAS TO IMPROVE _____

DATE _____

EVALUATED BY _____
