**Promotion and Salary Review Summary**

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| **Name of Employee:** |  |
| **Staff Level:** |  |
| **Date of Evaluation:** |  |

**Issues to consider when reviewing an employee’s strengths and weaknesses may include:**

value add, professional skills, technical skills, cultural development, adherence to policies and procedures, integrity, career goals, technical ability, morals, ethics, etc.

1. Strengths:

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1. Weaknesses:

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1. Areas for improvement:

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1. Other comments:

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| **Overall Evaluation:** | | **Promote:** | | **Salary Review:** | |
| 🞏 | Outstanding | 🞏 | Yes | 🞏 | Large |
| 🞏 | Above average | 🞏 | No | 🞏 | Small |
| 🞏 | Average |  |  | 🞏 | None |
| 🞏 | Below average |  |  |  |  |
| 🞏 | Unacceptable |  |  |  |  |

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| **Prior Year Salary: $** | **Recommended New Salary: $** |
| **Approved by:** | **Date Approved:** |