



2019 EMPLOYEE REVIEW PROCESS

TradePoint Atlantic believes its employee base is an essential factor in the continued success of the organization. The Annual Employee Review Process detailed below is being established to provide employees with feedback, self-evaluation and mentorship for continued development and to award employees for their prior year contributions accordingly.

Supervisor Program

Each TradePoint Atlantic employee will be provided with a designated supervisor. Each supervisor is responsible scheduling in-person meetings to go over responses and provide feedback and establishing 2019 goals.

At the completion of the review meeting, the supervisor should file the completed review and an attached compensation recommendation on the form provided. The form will request the following categories:

Cost-of-Living Adjustment (COLA)

TradePoint standardized compensation increase percentage in acknowledgement of rising living costs. This award should go to those employees who met expectations during the year under review.

Merit Increase Award

This award will in addition to the COLA increase and can range between 0% and 5%. The supervisor should provide in their response the rationale behind the recommendation.

Promotion Increase Award

A recommendation for promotion in title or responsibility may include a salary increase recommendation. The promotion is subject to Executive Committee review and the compensation level will be determined by the Executive Committee.

Key Dates

- **12/4/18 – Employee review process and forms circulated**
- **12/21/18 – Employee self-review responses due to supervisors**
- **1/23/19 – Deadline for supervisor meetings with employees to occur**
- **1/30/19 – Bonus compensation payroll processed**
- **2/4/19 – Effective date for new compensation rates**

Employee Review 2018-2019



Employee Information

Name		Hire Date	
Position		Current Salary	
Sponsor		Review Date	

Ratings

	Meets Expectations	Exceeds Expectations	Needs Improvements
Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments			

Gaining Insight: How can I become a more effective facilitator of your success?

What are your personal and/or professional goals?	
What are your strongest motivators on the job?	
Name some things that demotivate you.	
Name one thing TPA can do to better support you in your role.	

Compensation Recommendation

COLA percentage	
Merit percentage	
Promotion Recommendation (if applicable)	
Title & Compensation change	

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Sponsor/Manager Signature		Date	

Executive Committee & CFO approvals

EC Member Signature		Date	
CFO Signature		Date	