**Requirements**

1. An employee must have demonstrated merit level behaviors in at least three of the four criteria listed in a specific level to be recommended for that merit level (see 2 exceptions).
2. The four criteria are weighted equally as all are critical to achieving UCI’s strategic goals.
3. Managers and supervisors must use performance feedback documented and discussed with the employee during the merit period to support the recommended merit level.

**Notes**
- Same examples apply to the People Manager Criteria Guide.
- For further explanation regarding each example, please view the Merit Information webinars on the In-Person Training page or contact your department HR representative.