## Merit Cycle Retrospective | {Cycle Dates}

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### Merit Cycle Program Metrics for Success

*For more context,* [*read our blog post*](http://www.pave.com/blog-posts/3-key-metrics-to-measure-and-report-the-success-of-your-merit-cycle)*.*

|  |  |  |
| --- | --- | --- |
| Measurements of Success Scorecard | | Result |
| Program deliverables met (scored from above) | | *Pass/Fail* |
| Budget adherence | Total spend increase (payroll + equity) | $X |
| Total dollars budgeted for cycle | $X |
| Overall budget adherence:  *(Total spend increase (payroll increase + equity) / total dollars budgeted for cycle))* | X% |
| Cycle Timeliness | Planned cycle length (days) | X |
| Actual cycle length (days) | X |
| All feedback communicated to employees by XX/XX/XX | Pass/Fail |
| All compensation changes communicated to employees by XX/XX/XX | Pass/Fail |
| Adherence to compensation guidelines | Percentage of employees within band before merit cycle | X% |
| Percentage of employees within band *after* merit cycle | X% |
| Effective | >75% of employees agree that the feedback provided was useful. | Pass/Fail |
| > 75% of employees agree that their manager did a good job of explaining their compensation adjustment. | Pass/Fail |
| Manager enablement | 100% of managers felt prepared to give performance feedback. | Pass/Fail |
| 100% of managers felt prepared to have conversations about compensation. | Pass/Fail |

### Merit Cycle Scorecard

*These are the key stats we recommend sharing with senior stakeholders.*

|  |  |
| --- | --- |
| Merit Cycle Key Stats | Percentage |
| Total % increase to overall salary spend across *all* employees | X% |
| Total % increase to overall salary spend across *eligible* employees | X% |
| Median salary increase for employees who were promoted | X% |
| % of *eligible* employees who received a raise | X% |
| % of *eligible* employees who were promoted | X% |

## Reflection discussion questions

What should we start, stop or continue for the next cycle?

|  |  |  |
| --- | --- | --- |
| Start doing | Stop doing | Continue doing |
|  |  |  |

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### **Performance Cycle**

Reference the deliverables from the tables above.

Where objectives were missed, what were some of the causes?



What should we start, stop or continue for the next performance cycle?

|  |  |  |
| --- | --- | --- |
| Start doing | Stop doing | Continue doing |
|  |  |  |

### **Compensation Cycle**

Reference the deliverables from the table above.

Where objectives were missed, what were some of the causes?



What should we start, stop or continue for the next compensation cycle?

|  |  |  |
| --- | --- | --- |
| Start doing | Stop doing | Continue doing |
|  |  |  |