

**Performance Related Bonus
Nomination Form – 2017/2018**

Performance related bonuses are a discretionary payment to reward performance which is over and above that which is expected in the role.

In order to be eligible to be nominated for a performance related bonus an employee must have:

- Completed their probation by 31 July;
- received a rating of Effective; **and**
- have performed at a level which is over and above that which is to be expected as general effective/satisfactory performance.

Performance awards can be nominated for either individuals or teams. Team nominations will usually be for exceptional work a particular project. An individual cannot be nominated for an individual performance related bonus and a team bonus.

Employee Name	
Job Title	
Reviewing Manager	
Bonus Nomination	
Please set out below the reasons, including examples where appropriate, as to the justification for nominating this team member. This should relate to the criteria in the Policy.	
Bonus Percentage recommended	
<ul style="list-style-type: none"> • 5% • 3% • 2% 	
Manager Signature	
Date	

On completion this should be passed to the relevant Director/GB Fellow for team moderation and confirmation before being passed to Human Resources for College wide moderation.