

RAMAPO COLLEGE OF NEW JERSEY MANAGERIAL PERFORMANCE MANAGEMENT APPRAISAL TOOL (PMAT) SUPPORT PLAN

PRINCIPLE PURPOSE(S): To align individual performance with unit outcomes that support the Ramapo College of New Jersey (RCNJ) Strategic Plan “Boldly Ascending”, Mission, Vision, and Values, promote professional performance collaboration, enhance performance; document and evaluate performance against RCNJ standards; conduct quarterly progress reviews; and complete ratings of record. Promote, increase, and improve collaboration between rater and ratee regarding performance areas and performance objectives. The initial planning and collaboration conversations between the rater and ratee will take place within the first thirty to sixty (30-60) days prior to the start of the performance appraisal period and continue on a minimum (but not limited to) a quarterly basis.

ROUTINE USE (S): Contact Ramapo College of New Jersey (RCNJ) People Operations and Employee Resources (POER) Strategic Initiatives team for routine use of this form. This form will serve as part of a system of record of RCNJ managerial performance.

INSTRUCTIONS FOR COMPLETING RCNJ MANAGERIAL PMAT SUPPORT PLAN AND PROGRESS REVIEW

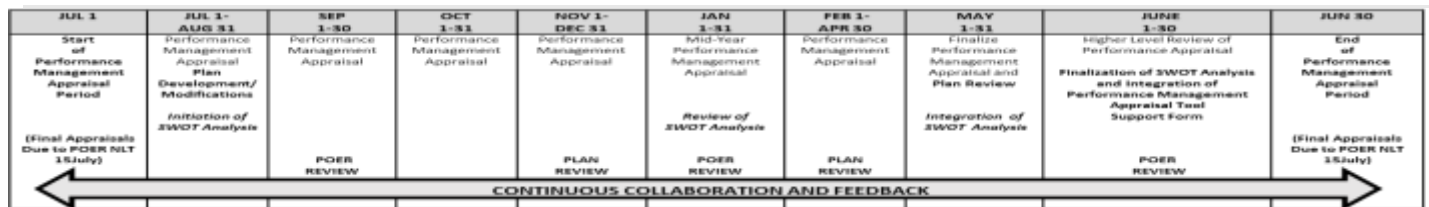
Cover Sheet (Page 1) Enter the ratee’s full name, Ramapo College ID Number (R-Number), and the current appraisal (evaluation) year.
(Completed by the Ratee and/or Rating Official/Supervisor)

PART I: Administrative Data:

- Appraisal Period:** a. Enter start date of appraisal cycle. b. Enter end date of appraisal cycle. c. Enter effective date of rating-of-record.
 - Employee (Ratee) Name:** Enter name of Ratee (last, first, middle initial).
 - Ramapo College ID Number:** Enter R-number (R#) assigned from RCNJ
 - Rater/Supervisor Name:** (last, first, middle initial) **Position Title and Position Description Number:** Enter official position title and official position description number provided by RCNJ People Operations and Employee Resources (POER)
 - Core/Organization:** Enter name of Ratee’s organization.
 - Department/Unit of Assignment:** (Enter Assigned Department/Unit)
 - Position Title and Position Number:** Enter Position Title and Description Number (Retrieve from Employee Administrative Profile Form)
- (Completed by Ratee and/or Rating Official/Supervisor)

KEY DATES OF PERFORMANCE MANAGEMENT AND PERFORMANCE APPRAISAL CYCLE

- Performance Management Appraisal Tool Program Rating Period: **July 1 to June 30.**
- Minimum appraisal period is **90 days.**
- Performance Management Appraisal Tool Support Plan Development/Objectives: **July 1 to August 31** with effective date of **September 1.**
- Modifications to Performance Management Appraisal Tool Support Plan: **July 1 to August 31** of appraisal year.
- Conversations on Performance Review/Collaboration should occur no later than **November 30, April 30, May 31** each appraisal year.
- Performance Management Appraisal Tool Support Plan Mid-Year Review: **NLT January 31.**
- Performance Management Appraisal Tool Support Plan and Strengths, Weaknesses, Opportunities and Threat (SWOT): **1-30 June.**



PART II: Acknowledgement of Performance Objective Conversations:

Enter full name, signature and date of acknowledgement of Rater/supervisor, Ratee and Higher-Level Reviewer (HLR) as appropriate to document the communication of performance support plan(s), progress review(s), modification(s), and rating(s) of record. If modification(s) to the performance objectives are required, enter date modification occurred. As the events occur, insert dates of Progress Reviews; Modifications; Mid-Year Reviews and Ratings on form. List all Performance Goals and Objectives in order of priority; List Performance Areas

Enter total number of Performance Goals and Objectives; Enter total number of Performance Areas

At the end of the Mid-Level Review and end of Rating Period enter Grand Total of Summary Rating

(Completed by Ratee, Rater/Supervisor, and Higher-Level Reviewer (HLR) according to RCNJ local policy).

PART III: Ramapo College of New Jersey Core Values and Organizational Goals:

Rater and Ratee will review RCNJ Mission, Vision, and Values of Leadership, Professionalism, and Technical Knowledge. Organization’s goals and mission statements will be discussed and annotated on all performance plans in accordance with RCNJ applicable policy.

(Rater/Supervisor must ensure Ratee understands and discussed with Ratee)

Part IV List Performance Goals and Objectives (Standards): Conduct Collaboration to Develop (Completed by Rating Official/Supervisor)

- Enter Performance Area. (Consistent with the Strengths, Weaknesses, Opportunities, and Threat (SWOT) Analysis)
- Enter Performance Objective Number. (Consistent with SWOT Analysis)
- Enter Performance Objective Title; Enter number of Performance Objective(s) of Ratee (**Maximum: 7; Minimum: 3**). (For Pilot enter 2 only)
- Enter Effective Date of start of the PMAT Support Plan.
- Enter Performance Objective Description to include expectations.
- Enter Employee Input to include accomplishments to date.
- Rater Enters Performance Objective Narrative (based on collaboration and conversations)

NOTE: Performance Goals and Objectives should model the SMART Framework: Specific, Measurable, Achievable, Relevant, Time-Bound

PART V: Compute Performance Goals and Objectives Rating Summary: (Approved Standards must be in place 120 days before rating)

Enter the rating for the Performance Objective: (**5: Outstanding; 4: Highly Successful; 3: Successful; 1: Unacceptable**)

NOTE: When a rating on any element is “1” Unacceptable, the overall Rating of Record shall be “1” Unacceptable, regardless of the Summary Rating. Higher Level Review are required for “1” Ratings in accordance with RCNJ POER Developed Policy.

Summary Rating: At the end of Appraisal Period, total rating columns in the Performance Goals and Objective Ratings for each objective; each objective has its own score; total the scores; divide by number of objectives to get final rating. 2 Objectives worth 5 points each equals 10. Divide 10 by 2 (performance objectives) which equals “5”. The overall score is equal to “5” unless there is a “1” in the scoring. If there is a “1” that is the score.

RAMAPO COLLEGE OF NEW JERSEY MANAGERIAL PERFORMANCE MANAGEMENT APPRAISAL TOOL (PMAT) SUPPORT PLAN
PART I: Administrative Data
(To be completed by the Rater/Supervisor)

1. APPRAISAL PERIOD	a. START DATE	b. END DATE	c. RATING OF RECORD DATE
2. EMPLOYEE (RATEE) NAME: (Last, First, Middle Initial)		3. RAMAPO COLLEGE ID NUMBER: (R#)	
4. RATER/SUPERVISOR NAME: (Last, First, Middle Initial)		5. CORE/DEPARTMENT:	
6. DEPARTMENT/UNIT/OFFICE LOCATION:		7. POSITION TITLE AND POSITION NUMBER:	

PART II: ACKNOWLEDGEMENT OF PERFORMANCE COLLABORATION
(Completed by Rater/Supervisor, Ratee and Higher-Level Reviewer in accordance with POER Developed Policy)

PMAT DISCUSSION LOG	NAME/SIGNATURES/DATE	MODIFICATIONS	MID-YEAR REVIEW	RATING OF RECORD
RATING OFFICIAL NAME:				
SIGNATURE:				
DATE:				
Communication Style: Face-to-Face, WebEx, or Other				
EMPLOYEE/RATEE NAME:				
EMPLOYEE/RATEE INITIALS:				
DATE:				
HIGHER LEVEL REVIEWER:				
HLR SIGNATURE:				
DATE:				
LIST PERFORMANCE GOALS AND OBJECTIVES (Use Short title):	LIST COINCIDING PERFORMANCE AREAS (Use Short Titles):			
TOTAL NUMBER OF PERFORMANCE GOALS AND OBJECTIVES:	TOTAL NUMBER OF PERFORMANCE AREAS:			
ENTER GRAND TOTAL OF SUMMARY RATINGS:				

RAMAPO COLLEGE OF NEW JERSEY MANAGERIAL PERFORMANCE MANAGEMENT APPRAISAL TOOL (PMAT) SUPPORT PLAN

EMPLOYEE NAME: (Last, First, Middle Initial)	RAMAPO COLLEGE ID NUMBER:	APPRAISAL YEAR:		
PART III – RAMAPO COLLEGE MISSION, VISION, VALUES and CORE ORGANIZATIONAL GOALS Ramapo College Core Values of Leadership, Professionalism, and Technical Knowledge <i>(Completed by Rater/Supervisor and discussed with Ratee)</i>				
<p>Ramapo College Strategic Plan, Mission, Vision, and Values statements will be discussed with the employee and annotated on all performance plans in accordance with POER developed policy. (Limited to 1,000 characters)</p> <p>Mission: Ramapo College is New Jersey's Public Liberal Arts College, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.</p> <p>Vision: Ramapo College delivers a transformative education in a diverse community dedicated to welcoming and mentoring students who bring with them a range of lived experiences. We will achieve national distinction for developing empathetic problem solvers, ethical change agents, and responsible leaders who make a positive impact and thrive in a changing world.</p> <p>Values Statement: Ramapo College is the Public Liberal Arts College of the state of New Jersey. The work of the College and its members is conducted with integrity. Our values are:</p> <ul style="list-style-type: none"> Teaching, learning, and mentoring—we are actively engaged in and out of the classroom. Developing the whole person—we are scholars, we are creators, we are local and global citizens, and we are individuals. Respecting each other and our environment—we are an open, inclusive, supportive, and sustainable community. 				
PART IV: PERFORMANCE GOALS OBJECTIVES COLLABORATION (Completed by the Rater/Supervisor and Ratee.)				
1. PERFORMANCE AREA	2. PERFORMANCE OBJECTIVE NUMBER:	3. PERFORMANCE OBJECTIVE TITLE:		
4. EFFECTIVE DATE OF PERFORMANCE PLAN:				
5. PERFORMANCE OBJECTIVE DESCRIPTION:				
6. EMPLOYEE INPUT (Employee will input their accomplishments in accordance with the performance objectives – limited to 1,000 characters)				
7. PERFORMANCE EXPECTATIONS (Completed by Rater/Supervisor limited to 1,000 characters)				
PART V: PERFORMANCE GOALS AND OBJECTIVES RATING SUMMARY				
DATE OF REVIEW:	<input type="checkbox"/> 5-OUTSTANDING	<input type="checkbox"/> 4-HIGHLY SUCCESSFUL	<input type="checkbox"/> 3-SUCCESSFUL	<input type="checkbox"/> 1-UNACCEPTABLE
DATE OF END YEAR REVIEW:	<input type="checkbox"/> 5-OUTSTANDING	<input type="checkbox"/> 4-HIGHLY SUCCESSFUL	<input type="checkbox"/> 3-SUCCESSFUL	<input type="checkbox"/> 1-UNACCEPTABLE
TOTAL RATING RESULTS (Block A)				

RAMAPO COLLEGE OF NEW JERSEY MANAGERIAL PERFORMANCE MANAGEMENT APPRAISAL TOOL (PMAT) SUPPORT PLAN

EMPLOYEE NAME: (Last, First, Middle Initial)	RAMAPO COLLEGE ID NUMBER:	APPRAISAL YEAR:
PART III – RAMAPO COLLEGE MISSION, VISION, VALUES and CORE ORGANIZATIONAL GOALS Ramapo College Core Values of Leadership, Professionalism, and Technical Knowledge <i>(Completed by Rater/Supervisor and discussed with Ratee)</i>		
<p>Ramapo College Strategic Plan, Mission, Vision, and Values statements will be discussed with the employee and annotated on all performance plans in accordance with POER developed policy. (Limited to 1,000 characters)</p> <p>Mission: Ramapo College is New Jersey's Public Liberal Arts College, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.</p> <p>Vision: Ramapo College delivers a transformative education in a diverse community dedicated to welcoming and mentoring students who bring with them a range of lived experiences. We will achieve national distinction for developing empathetic problem solvers, ethical change agents, and responsible leaders who make a positive impact and thrive in a changing world.</p> <p>Values Statement: Ramapo College is the Public Liberal Arts College of the state of New Jersey. The work of the College and its members is conducted with integrity. Our values are:</p> <ul style="list-style-type: none"> Teaching, learning, and mentoring—we are actively engaged in and out of the classroom Developing the whole person—we are scholars, we are creators, we are local and global citizens, and we are individuals Respecting each other and our environment—we are an open, inclusive, supportive, and sustainable community 		
PART IV: PERFORMANCE GOALS OBJECTIVES COLLABORATION (Completed by the Rater/Supervisor and Ratee.)		
1. PERFORMANCE AREA	2. PERFORMANCE OBJECTIVE NUMBER:	3. PERFORMANCE OBJECTIVE TITLE:
4. EFFECTIVE DATE OF PERFORMANCE PLAN:		
5. PERFORMANCE OBJECTIVE DESCRIPTION:		
6. EMPLOYEE INPUT (Employee will input their accomplishments in accordance with the performance objectives – limited to 1,000 characters)		
7. PERFORMANCE EXPECTATIONS (Completed by Rater/Supervisor limited to 1,000 characters)		
PART V: PERFORMANCE GOALS AND OBJECTIVES RATING SUMMARY		
DATE OF REVIEW:	<input type="checkbox"/> 5-OUTSTANDING	<input type="checkbox"/> 4-HIGHLY SUCCESSFUL
DATE OF END YEAR REVIEW:	<input type="checkbox"/> 5-OUTSTANDING	<input type="checkbox"/> 4-HIGHLY SUCCESSFUL
TOTAL RATING RESULTS:		

RAMAPO COLLEGE OF NEW JERSEY MANAGERIAL PERFORMANCE MANAGEMENT APPRAISAL TOOL (PMAT) SUPPORT PLAN

Continuation Pages

1. PERFORMANCE AREA	2. PERFORMANCE OBJECTIVE NUMBER:	3. PERFORMANCE OBJECTIVE TITLE:	4. EFFECTIVE DATE OF PERFORMANCE PLAN:
---------------------	----------------------------------	---------------------------------	--

Please describe the area you wish to continue: #5 Performance Objective or #6 Employee Input or both (Completed by Ratee/Employee)

Please describe the area you wish to continue (Rater):