



Guide to Completing the Manager Performance Evaluation (MPE)

*The Manager Performance Evaluation (MPE) is a vital part of Ramapo College of New Jersey's talent management. This evaluation process ensures that individual goals are aligned with the College's Strategic Plan, Mission, Vision, and Values, while fostering a culture of accountability, continuous growth, and meaningful contribution. At the heart of the MPE process is our shared commitment to "**be bold, be kind, and be good teammates**." Further, the process promotes two-way ongoing dialogue between managers, encourages reflective self-assessment, and reinforces Ramapo's core values: engaged learning and mentoring, holistic development, and respect and inclusiveness. These foundational elements shape how we lead, how we support one another, and how we grow together as a community.*

Overall note on completing the MPE: This evaluation must be completed in Microsoft Excel (Not Google Sheets). For this evaluation process, all employee sections should be completed first. Once finished, the employee will notify their supervisor via email, with filled out employee sections of MPE attached, to complete the supervisor sections. Following the conversation between the employee and supervisor, final ratings and goals for the upcoming year will be finalized to conclude the evaluation.

Section	Notes for Section
Section 1	<u>Employee and Supervisor Information</u> Enter the full name for the employee (Ratee) and the supervisor (Rater). Include each individual's Department/Core Unit and Position Title. Please check box that job description has been reviewed within the last year to ensure it is up to date. Additionally, add the date of the evaluation.
Section 2	<u>Evaluation of Past Year's Goals</u> The employee lists the goals from the previous year by placing one goal in each "Job Specific Goal" box. The employee uses the following prompt to enter a brief narrative for each goal in the "Employee Self-Evaluation" box: Did I advance this goal to my satisfaction? Why or why not? The employee issues themselves a rating for each goal in the "Employee Rating" box. Rating values mean: 3 – Exceeds Expectations • Performance of goal consistently went above and beyond requirements. Work was of superior quality often surpassing expectations and timelines.

Actively contributed to unit, core, or institutional success. Frequently sought and applied strategies to improve processes or outcomes.

2 – Meets Expectations

- Performance of goal satisfied assigned requirements competently. Met expectations in quality and timeliness. Demonstrated reliability and professionalism.

1– Does Not Meet Expectations

- Performance of goal fell short of assigned requirements and/or established expectations. Demonstrated inconsistent quality and/or timeliness, and insufficient attention to or prioritization of responsibilities. Improvement is needed; a development plan may be necessary.

N/A – Goal Not Started

- Employee to note why this goal was not started in the “Employee Self-Evaluation” section. Additionally, the Supervisor in the Supervisor Comments section to note why this goal was not started and any additional details.

The supervisor uses the following prompts to enter a brief narrative for each goal in the "Supervisor Comments" box: Was this goal advanced to my satisfaction- why or why not? What was learned by reflecting upon the progress of this goal?

Note: The Final Rating is completed by the supervisor after the employee and the supervisor discuss the Employee's Rating and the Initial Supervisor's Rating.



Modeling RCNJ Values

In Modeling our Values, employees are encouraged to use the prompts provided to share how they may have modeled the College's values over the past year (Cell C16-18). Employees will again use the scale above (3, 2, 1) and enter a rating for their performance against each value. The prompts are intended to guide you and serve as a starting point for providing examples. You do not need to use all of them, and you are welcome to include any additional information not specifically noted in the prompts.

Section 3

The supervisors then will fill out the supervisor section (Cell D16). Supervisors (using the same scale above) will give the employee a rating. Note: Supervisors should use the examples provided by the employee to fill out the Supervisor Examples. The supervisor does not need to come up with their own examples, but can feel free to add any that were not captured by the employee. The prompts are intended to guide you and serve as a starting point for providing examples. You do not need to use all of them, and you are welcome to include any additional information not specifically noted in the prompts

Note: The Final Rating is completed by the supervisor after the employee and the supervisor discuss the Employee's Rating and the Initial Supervisor's Rating.

Fostering Accountability

Accountability definition to keep in mind while completing this section, *"Accountability is not the same thing as blame or punishment. To be accountable means to take responsibility for results, good or bad. It means finding solutions to problems and applying lessons learned in order to improve future results. Being accountable is constructive because it focuses on the future. To be blamed, on the other hand, is to be accountable for culpable actions."* - Michael Timms

Section 4

In this section, Fostering Accountability, employees are encouraged to use the definition and prompts provided to share how they have approached and facilitated accountability over the past year (Cell C21).

The supervisors then will fill out the supervisor section (Cell D21). Supervisors (using the same scale above) will give an employee a rating.

The Final Rating is completed by the supervisor after the employee and the supervisor discuss the Employee's Rating and the Initial Supervisor's Rating.

Supervisor Overall Comments and Rating

Section 5

The supervisor can use this section to add any overall comments. This can be anything that was not captured in the review or if anything additional will be added. Additionally, use this section to document any areas where further development or growth is needed. The overall rating will be calculated from an average of ratings from Sections 2, 3, and 4. Note: Before any ratings are entered, the average will display as #DIV/0.



Employee Goals for Next Year

Section 6

Employee to draft 5 initial [SMART goals](#) for the upcoming appraisal year before sending MPE to supervisor. The employee should use their job description as a guide to design these goals. These goals will be finalized in collaboration with your supervisor. The employee should set and create these goals and the supervisor should confirm these goals are attainable, achievable, and relevant. The supervisor will use the Discussion Points/Goal Expectations section to add any relevant context or considerations. *This can include feedback on the process, performance highlights, challenges, or future development goals.*

Make sure to use the space provided for the final agreed upon goals. Note: Make sure to create at least 5 goals.

Supervisor and employee to set a midyear check-in. This is an opportunity to meet halfway through the performance cycle to talk through how employee is tracking on goals.

Here is a timeline for the MPE:

- Employee to fill out Employee designated sections by EOD, 5/15.
- Supervisors to fill out Supervisor designed sections by EOD, 6/1.
- Conversation between Employee and Supervisor and submitting MPE by EOD, 6/30.
- Midyear conversations to happen between January and February of the following year.

Signature and Approval

Section 7

Employee to read the first statement select “Yes” or “No” in the Response column. Use the Comments section to add any additional comments.

Employee and supervisor to sign and date MPE. Once this is signed off from employee and supervisor, please send to your CORE VP for final signature. To sign the evaluation in excel, click the Insert tab, shapes, and use Scribble to draw your signature. To sign the evaluation with your digital signature, save the evaluation as PDF. From there, open the evaluation in Adobe PDF and follow directions to sign. Lastly, you can print the document for a wet signature in either blue or black ink.