

Manager Performance Evaluation (MPE Training)

POER



Tips and Tricks for Performance Conversation

Employee

- Prepare ahead of time points you want to highlight.
- Be open to feedback from your supervisor.
- Prepare ahead of time your reasoning and thoughts behind your future goals.
- Share feedback on the process.

Supervisor

- Prepare ahead of time points you want to highlight.
- Create a space for open dialogue. Allow employee to share feedback on what you may be stating.
- Keep employee growth in mind during the conversation.
- When sharing growth or development areas, be specific.

SMART Goals

S	Specific	Make your goal specific and narrow for more effective planning	
M	Measurable	Make sure your goal and progress are measurable	
A	Achievable	Make sure you can reasonably accomplish your goal within a certain time frame	
R	Relevant	Your goal should align with your values and long-term objectives	
T	Time-based	Set a realistic but ambitious end date to clarify task prioritization and increase motivation	

Timeline for MPE

Deadline	Task to Complete
September 30, 2025	Employee completes employee-designated sections.
October 15, 2025	Supervisor completes supervisor-designated sections Employee & Supervisor meet, then submit MPE via email or P Drive Folder.
January – February 2026	Midyear conversations
May 15, 2026	Employee completes employee-designated sections
June 1, 2026	Supervisor completes supervisor-designated sections
June 30, 2026	Employee & Supervisor meet, then submit MPE

Submission Process

- Document is downloaded and filled out in Microsoft Excel.
- Employee fills out all employee sections.
- Employee sends to supervisor for supervisor to fill out.
- Employee and supervisor have performance conversation.
- Final ratings are determined and final goals are completed.
- Employee and supervisor sign off on MPE. Send to VP.
- VP Signs off and sends to poer.mpe@ramapo.edu or place in MPE folder.

Questions?

- Submit any questions to poer.mpe@ramapo.edu



