

# 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](mailto:poer.mpe@ramapo.edu) or place in MPE folder.