

Please review the information below regarding the upcoming **Manager Evaluation and Review (MER)** cycle.

1. [Please click here](#) to view the MER process timeline for FY19. We are sharing this resource with you at the beginning of the University's process to set institutional priorities and establishing divisional/departmental goals for FY19. These goals and priorities will be the basis for the managers to establish their individual goals.
2. The MER Workflow application will open on **Monday, July 16** and should be completed on or before **Friday, September 28**.
3. There are several improvements which have been made for this year:
  - a. The Performance Factor tables has been updated to better define the difference between each numeric rating for the respective factor. The system has been updated to capture these expanded descriptions.
  - b. For the supervisor section there are now five additional sections to improve feedback and add depth to the numeric ratings.
    - i. The first additional section is a written description of the responsibilities and expectations that were given to the manager being reviewed. This pertains to specific projects, deadlines, work products, etc.
    - ii. This above is followed by an achievements section which is a written description of what the actual accomplishments were for the given cycle.
    - iii. A text box corresponding to each of the performance factors. This provides the opportunity to add weight to the chosen numeric rating for each factor by describing how the manager's work warranted the given rating.
    - iv. The supervisor portion will now include a template to describe and outline any changes to the manager's responsibilities within the next evaluation cycle. These must be articulated to the manager and included in the face-to-face meeting.
    - v. The fifth added section pertains to professional development. The supervisor can now utilize a template to identify and specifically notate areas and/or opportunities for professional development.
  - c. The numeric ratings have been modified to eliminate fractions. Only whole numbers, 1-5, will be entered. Since there are eight performance factors, and each receives its own number, the average for the performance factor will, by default, remain the only exception.

Questions regarding these changes can be directed to:

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