Instructions to Access the RED Form

You can access the RED Form one of two ways.

**First Method to access the RED Form – From the Email Sent from HR**

1. Click on the link to the **RED Form** in the email from Keaton Wong, Associate Vice President for Human Resources dated 8/10/2022.
2. You will be asked to provide a two-factor authentication code in order to access the RED Form. Click on **Send code** and then enter the code once received.

3. Click on **Verify**.
4. **Result:** You will be brought to the RED Form with some of your personal information pre-filled on the form. Any field marked with an asterisk requires you to enter information; otherwise, you will not be able to submit the form. Scroll through the form to continue to complete the RED Form.
Second method to access the RED Form – From the HR Webpage

1. Login to the St. John’s website
2. Scroll to the footer and select Human Resources

3. From the HR webpage, click on Human Resources Services

- Human Resources Services
- COVID-19 Employee Information
- LGBTQIA+ Resources for Employees
- Office of Human Resources Antiracism Statement
4. Scroll down to the section that reads **Employee Performance Management – Recognize Excellence and Development (RED)** and in the expandable section **For All Employees**, click on the plus sign to expand the section

![Employee Performance Management - Recognize Excellence and Development (RED)](image)

RED is St. John’s University’s annual, cyclical, performance management program for staff and administrators. To help employees and supervisors get the most out of the performance management process, the following resources, tools and training are provided:

- [Access the RED Form](#)
- RED process for all employees
- Formstack troubleshooting tips from the St. John’s IT Service Desk
- Beginning of cycle instructions and setting objectives (PDF)
- S.M.A.R.T. goals template (Word)
- Employee Competencies (PDF)
- Supervisor Competencies (PDF)
- End of cycle instructions and self-assessment (PDF)
- Professional development planning (PDF)

**Result:** You will be brought to the RED Form with some of your personal information pre-filled on the form. Scroll through the form to continue to complete the RED Form.

5. Click on the **RED Form** at the entry **Access the RED Form**

![For All Employees](image)