


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.

RED Form Link

 **Internal Communications**
To: Internal Communications <InternalCommunications@stjohns.edu>

 Wed 8/10/2022 10:07 AM




Keaton Wong, J.D.
Associate Vice President for Human Resources

The Recognize Excellence and Development (RED) performance review process is now underway. Please click the link below to access the RED form. You must access and complete this form within 30 days.

[RED Form](#)

We encourage you to visit the RED section of the [Human Resources Services](#) website for instructions on completing the RED form, troubleshooting tips, and links for HR training sessions on the RED process. If you need any assistance

with your RED form, please contact Karen Crowley, Human Resources Generalist, at ext. 1502, or Cynthia Fico Simpson, Director, Human Resources Services, at ext. 6333.



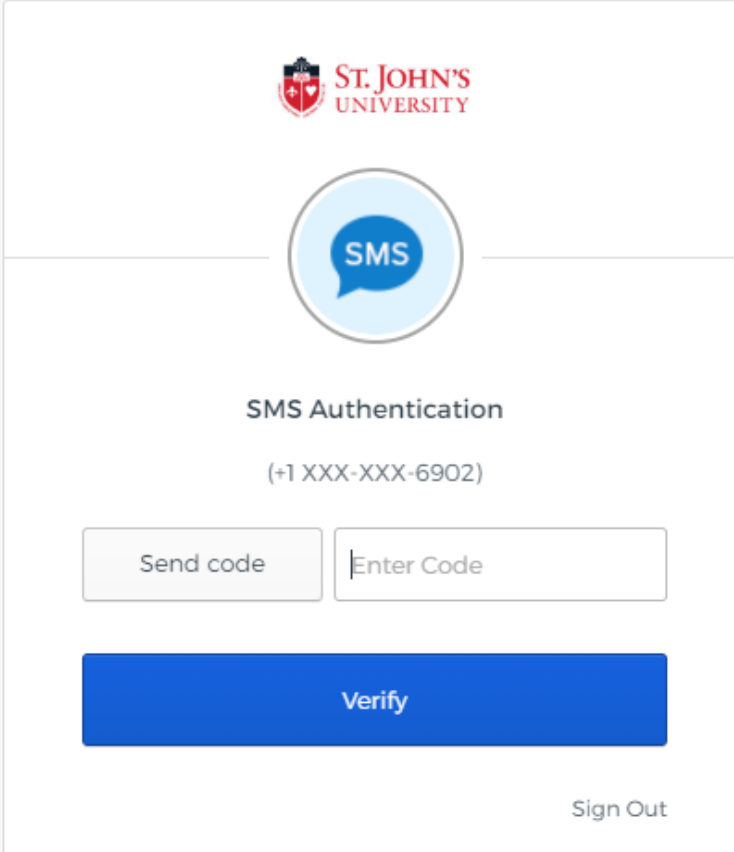
www.stjohns.edu


St. John's University
8000 Utopia Parkway, Queens, NY 11439


Handout #1

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**.

Connecting to  formstack
Sign-in with your St. John's University account to access
Formstack Forms



 ST. JOHN'S UNIVERSITY





SMS Authentication
(+1 XXX-XXX-6902)

[Sign Out](#)

- 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.



Recognize Excellence and Development (RED) Employee Information
For instructions, click on an icon for the relevant stage of the performance cycle below to learn more.

 
BEGINNING OF PERFORMANCE CYCLE END OF PERFORMANCE CYCLE

Please complete all information below:

Employee's Name *		Employee's Title *	Employee's Email *	Employee X-Number *
<input type="text" value="Eileen"/>	<input type="text" value="Caufield"/>	<input type="text" value="Associate Director, Training & Dev"/>	<input type="text" value="caufiele@stjohns.edu"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>		<small>Please enter your St. John's University email address</small>	
Employee School or Department *	Periodic Check In Date			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>If your department is not listed, please select "Other Department" at the bottom of the list</small>				

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**



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)








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:

For All Employees



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



For All Employees

- Access the [RED Form](#) (a Formstack document)
-  [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](#))

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<small>First Name</small>	<small>Last Name</small>		<small>Please enter your St. John's University email address.</small>	
Employee School or Department *		Periodic Check In Date		
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<small>If your department is not listed, please select "Other Department" at the bottom of the list</small>				