

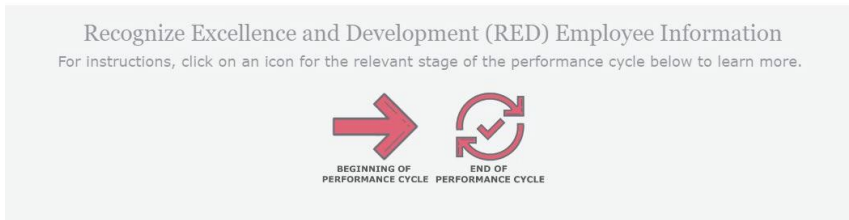
## Instructions for Employees to Complete Recognize Excellence and Development (RED) Employee Information, Supervisor Information, Objectives and Self-Assessment

On the Formstack Form for Recognize Excellent and Development (RED) enter the required demographic information. **Note:** Some of the information will be pre-filled for you. Any field marked with an asterisk requires you to enter information; otherwise, you will not be able to submit the form.

### Employee's Information

Enter the following on the RED Form:

1. Your **First Name, Last Name, Job Title, St. John's Email address** (confirm your email address) and **XID number**. **Note:** You can find your XID number on your pay statement above your name and SSN.
2. Select your **School or Department** from the drop-down menu.
3. Leave blank the field that asks for the **Periodic Check In Date** since this is the final assessment.



Please complete all information below:

Employee's Name *		Employee's Title *	Employee's Email *	Employee X-Number *
<input type="text"/>		<input type="text" value="Multimedia Engineer"/>	<input type="text"/>	<input type="text" value="X88888888"/>
<small>First Name</small>	<small>Last Name</small>			
		Confirm Employee's Email *		
		<input type="text"/>		
		<small>Please enter your St. John's University email address</small>		
Employee School or Department *		Periodic Check In Date		
<input type="text" value="Information Technology Support"/>		<input type="text"/> <input type="text"/> <input type="text"/>		

Handout #2

4. Enter Your supervisor's **First Name**, **Last Name**, and **St. John's Email** address (confirm the email address). **Note:** It is important that you enter your supervisor's St. John's email address because when you submit the form, the form will be sent to the email address of the supervisor whose name you entered onto the form.

**Recognize Excellence and Development (RED) Supervisor Information**  
**Please complete all information below:**

Supervisor's Name *		Supervisor's Email *
<input type="text" value="Eileen"/> <small>First Name</small>	<input type="text" value="Caufield"/> <small>Last Name</small>	<input type="text" value="caufiele@stjohns.edu"/>
		Confirm Supervisor's Email *
		<input type="text" value="caufiele@stjohns.edu"/>
		<small>Please enter your Supervisor's St. John's University email address</small>

**Note:** For tips on how to write the objectives/key responsibilities, click on the arrow in the RED Form itself labeled [Beginning of Performance Cycle](#).

**Employee's Objectives/Key Responsibilities**  
Please enter the Objectives/Key Responsibilities set by you and your supervisor at the beginning of the performance cycle.

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Click the relevant icon below for tips on how to complete this section:

  
**BEGINNING OF  
PERFORMANCE CYCLE**

Handout #2

5. Write down the objectives (one objective per box) that reflects the major work performed during the reporting cycle. **Note:** You should have between 3-5 major objectives.

#1 Objective/Key Responsibility\*

Design and Delivery of Training Programs - During the fiscal year, deliver 2-3 workshops/webinars for each of the following program titles: Quality Service Modules I and II, Time Management, Active Listening, Effective Meetings, Coaching for Exceptional Performance, Managing for Success, etc., with a very good/excellent rating of 90% and ensure participation rate is consistent with targets.

#2 Objective/Key Responsibility\*

Complete the certificate tracking project so that each active administrator and staff member has a completed profile established in the Excel spreadsheet by March 31, 2022.

#3 Objective/Key Responsibility\*

Develop and pilot Adapting to Change by August 31, 2021. Train 25 people by 12/31/2021 with a very good/excellent rating of at least 90%.

**Note:** Although you are not asked to rate yourself on the competencies, you should view the list of competencies to address when writing your self-assessment. You can find the [list of competencies](#) on the HR Services webpage in the RED Section. Your supervisor will add the ratings for the competencies.

**1. Provide Timely and Excellent Service:**

**2. Diversity and Inclusivity:**

*Demonstrates the ability to communicate across differences to create a collaborative, collegial, and caring community. Actively seeks and considers perspectives and experiences from people different from oneself.*

**3. Shared Ownership/Accountability:**

*Understands and takes responsibility for individual role in achieving department/university-wide objectives.*

**4. Adapting to Change:**

*Demonstrates resiliency. Maintains effectiveness when faced with changes in direction, priorities, schedules, and responsibilities.*

**5. Collegiality and Teamwork:**

*Works collaboratively and respectfully within and across departments.*

**6. Communication:**

*Communicates clearly, concisely, and respectfully in all interactions.*

**7. Quality of Work:**

*Provides accurate complete products and services*

**8. People Management:**

*Communicates with employees to set expectations, mentor, coach, support. Sets direction and leads team.*

**9. Planning and Strategic Vision:**

*Develops plans to support business unit objectives*

**Note:** Competencies #8 & 9 are for administrators who supervise non-supervisory administrators and staff.

Handout #2

6. On the RED Form, there is space to enter the steps you have taken to enhance skills/knowledge and abilities during the past year. Identify the skill, the action to be taken and the results i.e., if the action was completed during the past year. **Provide this information to your supervisor during your one-on-one meetings so they can enter this information on your RED Form. Note:** Also, think of additional development opportunities to add to the RED Form for the next year.

**Professional Development Plan**  
Click the icon below for tips on how to complete this section



Skills/knowledge/abilities to be developed (or improved)

Learn to perform a V Lookup to better compare data sets between 2 Excel workbooks.

Action steps/Timeframe

Complete a LinkedIn Learning course on performing V Lookups in Excel by May 31, 2022.

Results/Actions taken

Completed LinkedIn Learning Excel 2016 course on February 22, 2022.

Skills/knowledge/abilities to be developed (or improved)

Improve communications with team members.

Action steps/Timeframe

Complete the University's workshops on Communication Skills Modules I and II and complete LinkedIn Learning course on improving oral communications.

Results/Actions taken

Attended Communication Skills Module I on November 17, 2021.  
Attended Communication Skills Module II on March 3, 2022.  
Completed LinkedIn Learning course on Interpersonal Communication on April 22, 2022.

## Handout #2

For tips on how to write the self-assessment, in the RED Form itself click on the arrow labeled [End of Performance Cycle](#).



7. In the box labeled **Employee's Self-Assessment**, write how you met each objective. Where possible, provide data to support how well you met the objective. Also, address how well you met each one of St. John's competencies.

### Employee's Self-Assessment

Objective #1 - Deliver 2-3 workshops/webinars for the various program titles during the fiscal year. During the past review cycle, delivered xx number of workshops, and trained xx number of employees. 95% of the workshops received a 90% very good/excellent rating on the program evaluations. All participation rates were consistent with program targets. During the past fiscal year, xxx of training events were conducted and xxx number of people were trained. Of the xxx number of people trained, yyy completed the training online. All of Training & Development's programs were offered both in-person and in webinar format to support the University's move to a hybrid learning environment.

Objective #2 - Complete training profile for each active administrator and staff by March 31, 2022. In an effort to track the completion of training toward the department's management, professional and continuing education certificates, created a training profile summary in Excel for each active administrator and staff member. This will facilitate T&D's tracking of those who have completed and/or close to completing the training requirements for the respective learning certificates. All initial data entry was completed by March 15, 2022. Data will be entered on an on-going basis into the Excel spreadsheet for certificate tracking purposes.

### Competencies

Communication – models a direct, open, respectful communication style both in and outside the classroom. Communicates directly with colleagues and clients to achieve the goals of the department. Is willing to ask questions when needed to move the work projects forward, is not afraid to offer an opinion or to speak up when further information is needed. Communicates the priorities of the department to both the T&D assistant and the student workers. Uses email communications effectively to achieve the work of the department.

Quality of Work – looks to submit a quality work product at all times. Is very mindful of the work the department produces and works hard to ensure that all work products are professional, timely and error free.

8. If you have not completed the self-assessment, and you wish to save it to work on at a later date, click on **Save and Resume Later**. If you are finished with the self-assessment, click on **Submit Form** to submit the self-assessment to your supervisor.

*Nothing contained in this St. John's Performance Assessment alters the "at-will" nature of your employment, which means that both you and St. John's University may terminate the employment relationship at any time, with or without notice, reason or cause.*

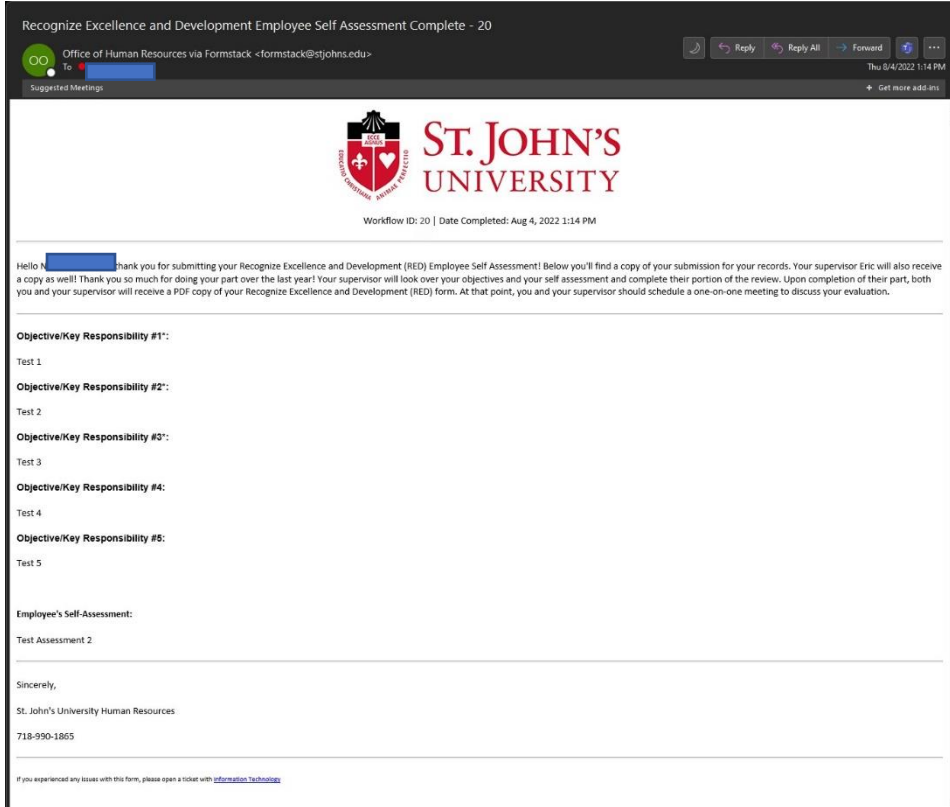
[Save and Resume Later](#)

**Submit Form**

 Form secured by [Formstack](#)

Handout #2

9. Upon submission of your RED form and self-assessment to your supervisor, you will receive an email from the Office of Human Resources acknowledging completion of your form and informing you that your supervisor has the action to complete their section of the RED Form.



- After your supervisor completes the ratings and supervisor’s summary and submits the form, Formstack sends you and your supervisor an email that the Supervisor submitted their ratings and narrative to you, their employee, and transmits a sample copy of the RED Form.



Submission ID: 992303315 | Date Completed |

Hello [redacted] Eileen Caufield. Attached you will both find a sample copy of the completed Recognize Excellence and Development (RED) form. At this point, you should both schedule a one-on-one meeting to go over the finalized form.

Once you have completed your one-on-one meeting, [redacted] will need to sign their Recognize Excellence and Development (RED) form in Formstack with their Supervisor. Once signature is complete, a signed unwatermarked document will be sent to both Nicholas and Eileen. Failure to sign your agreed upon RED Form will result in the RED process not being complete.

Sincerely,

St. John's University Human Resources

**Recognize Excellence and Development (RED)**

Revised: 6/16/2022

Employee's Name: [redacted] Supervisor's Name: Eileen Caufield  
 Title: Multimedia Engineer Title: Associate Director of Training  
 Email: [redacted]@stjohns.edu Email: caufield@stjohns.edu  
 Username: [redacted] School or Department: Business Analytics & Info. Systems  
 Periodic Check In Date: Final Assessment Date: 08/01/2022

**Objectives/Key Responsibilities – 60% overall weighting**

Objectives	Rating/Weight
<b>#1 Objective/Key Responsibility:</b> Day-to-Day: Assist in the IT operations of the Queens. Where appropriate, collaborate with IT operation team members to deliver services. Coordinate with IT teams through the use of the ITSM system.	PW+ Weighting: 35%
<b>#2 Objective/Key Responsibility:</b> Improvement: Work with the members of the IT team to further enhance the overall operation and service delivery to the St. John's community. Evaluate the performance and quality of the services delivered and participate in the continual service improvement process.	PW+ Weighting: 25%
<b>#3 Objective/Key Responsibility:</b> Outreach: Meet with the St. John's community with the goal of communicating services, addressing service concerns, and discuss future IT related projects.	PW Weighting: 20%
<b>#4 Objective/Key Responsibility:</b> Learning: In combination with on-the-job training, LinkedIn Learning, and approved conferences/training/seminars, continue to expand the breadth and depth of applicable knowledge. Furthermore, share any key findings with fellow team members.	PW+ Weighting: 20%
<b>#5 Objective/Key Responsibility:</b>	Weighting: 0%

**OVERALL YEAR-END RATING SCALE: OBJECTIVES & KEY RESPONSIBILITIES:** PW+

**Competencies – 40% overall weighting**

Competencies	Rating
1. Provide Timely and Excellent Service:	PW+
2. Ownership and Initiative:	EP
3. Shared Ownership/Accountability:	PW
4. Adapting to Change:	PW
5. Collegiality and Teamwork:	PW+
6. Communication:	PW+
7. Quality of Work:	EP

**SUPERVISOR'S ONLY**

8. People Management:  
 9. Planning and Strategic Vision:

**OVERALL YEAR-END RATING: COMPETENCIES / ST. JOHN'S MISSION AND VALUES AT WORK:** PW+

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**Next steps:**

- Supervisor and employee complete one-on-one meeting to discuss the employee’s RED Form.
- After meeting is held, the supervisor signs the form and submits it to the employee for their countersignature.