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.
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.

**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**.
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.

### Objective 1: 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 1 and 2, 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.

### Objective 2: Complete the Certificate Tracking Project
- 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.

### Objective 3: Develop and Pilot Adapting to Change
- 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.
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.
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.

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.
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.
10. 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.

Next steps:

1. Supervisor and employee complete one-on-one meeting to discuss the employee’s RED Form.

2. After meeting is held, the supervisor signs the form and submits it to the employee for their countersignature.