

Instructions for Supervisors to Save Work and Resume Later

Formstack allows you to save your work and resume completing a direct report's RED Form at a later date; however, it must be within 30 days of when you saved the form. Otherwise, you will need to start the direct report's evaluation from the beginning.

1. Click on **Save and Resume Later** to save a direct report's RED Form.

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](#)

2. In response to the system's prompt, click on **Save and get link**.

Save and Resume Later

Are you sure you want to leave this form and resume later?

Cancel

Save and get link

Handout #4

Note: Formstack will send you the following message. If you did not receive the email, click on **Resend email**.



Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

[Resend email](#)

3. You will receive an email sent to your St. John's email address from the Office of Human Resource with a link to your partially completed RED Form. At this point, you have two options: (i) Save the link or (ii) enter your St. John's email address and click on Send save and resume link. If you choose option ii, you will receive an email with the link to the partially completed RED Form.

Important: The link is good for 30 days. If you wait more than 30 days to resume completing the form, you will have to start from the beginning.



Save and Resume Later

Please copy the link below and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

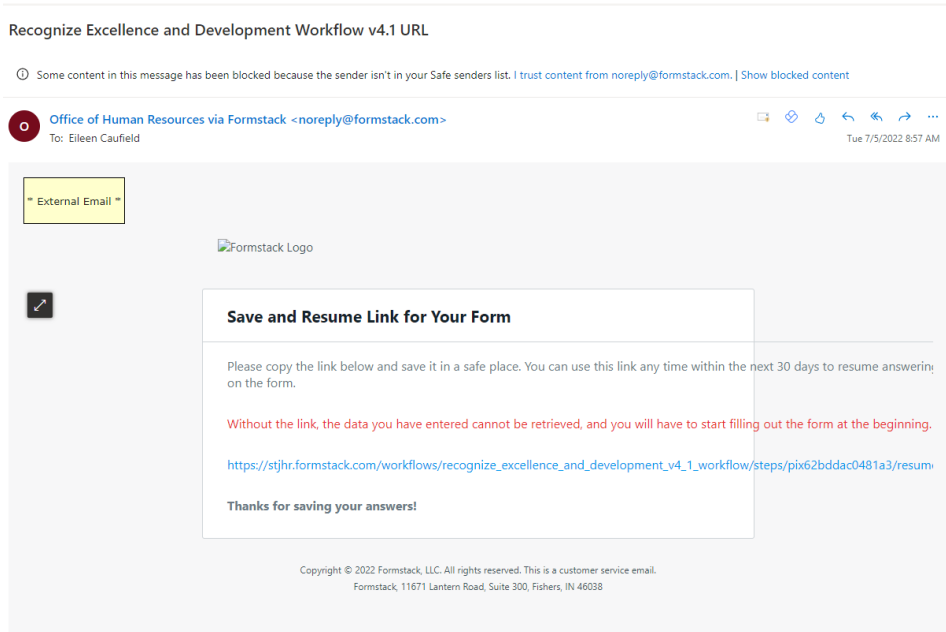
https://stjhr.formstack.com/workflows/recognize_excellence_and_development_v4_1_workflow/steps/pix62bddaco481a3/resume/TGjlmYbIw8

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

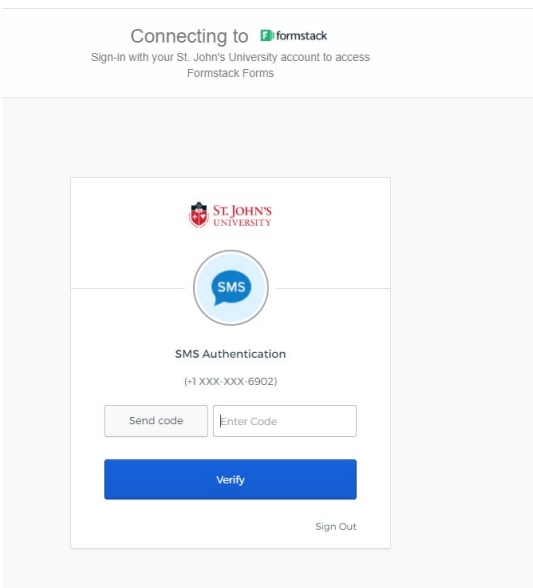
[Send save and resume link](#)

Handout #4

4. Formstack sends an email from the Office of Human Resources to your St. John's email account that contains a link to the partially completed RED Form. Save the link and be sure to complete the form within 30 days of receiving the link, otherwise, you will have to start the form from the beginning.

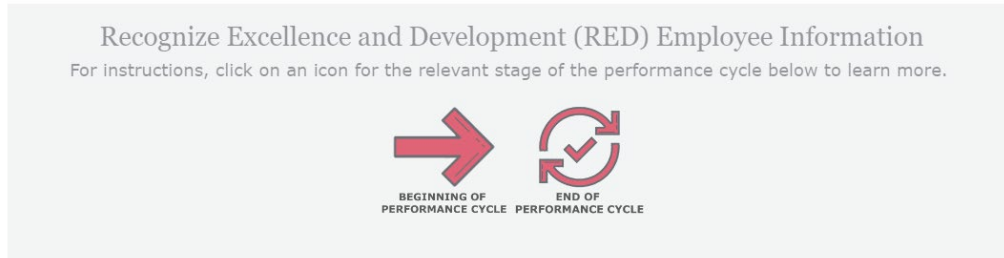


5. When you click on the link in the email from Human Resources, you will be asked to provide the two-factor authentication. Click on **Send code**, **enter the code**, and click on **Verify**.



Handout #4

6. You will be brought to the employee's partially completed RED Form.



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="X5555555"/>
<small>First Name Last Name</small>		Confirm Employee's Email *	
		<input type="text" value="skrotzkn@stjohns.edu"/>	
		<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"/>		

7. Complete the form and click on **Submit Form** to submit the form to the employee.

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[Save and Resume Later](#)

Submit Form

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