


Instructions for Supervisors to complete Personal Information, Objectives and Competency Ratings for Direct Reports

1. On the direct reports RED Form, you will be asked to enter your personal information that is, your first and last name, your position title, your email address (you will be asked to confirm your email address and department.) Also, you will be asked to enter the date of the assessment, for the year-end assessment enter 05/31/yyyy.

Note: While in the RED Form itself, if you click on the images for the [Beginning of Performance Cycle](#), [End of Performance Cycle](#) and [Final Assessment](#), you will be brought to the directions for each of those respective phases.

Recognize Excellence and Development (RED) Supervisor 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** **FINAL ASSESSMENT**

Please complete all information below:

Supervisor's Name *		Supervisor's Title *	Supervisor's Email *	School or Department *
<input type="text" value="Eileen"/>	<input type="text" value="Caufield"/>	<input type="text" value="Associate Director"/>	<input type="text" value="caufiele@stjohns.edu"/>	<input type="text" value="Human Resources"/>
<small>First Name</small>	<small>Last Name</small>			
		Confirm Supervisor's Email *		
		<input type="text" value="caufiele@stjohns.edu"/>		
		<small>Please enter your St. John's University email address</small>		
Periodic Check In Date		Final Assessment Date		
<input type="text"/>	<input type="text"/>	<input type="text" value="05"/>	<input type="text" value="31"/>	<input type="text" value="2022"/>

Handout #6

2. For each of your direct report's objectives, enter the weighting of the objective and your rating.

Note: The weighting should total 100%.

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.

Objectives/Key Responsibilities - 60% overall weighting
Click the relevant icon below for tips on how to complete this section:



**BEGINNING OF
PERFORMANCE CYCLE**



**RATING
DESCRIPTIONS**

#1 Objective/Key Responsibility Weighting (%) *

Enter a number from 0 - 100 | Leave field blank otherwise

#1 Objective/Key Responsibility Rating *

#2 Objective/Key Responsibility Weighting (%) *

Enter a number from 0 - 100 | Leave field blank otherwise

#2 Objective/Key Responsibility Rating *

#3 Objective/Key Responsibility Weighting (%) *

Enter a number from 0 - 100 | Leave field blank otherwise

#3 Objective/Key Responsibility Rating *

#4 Objective/Key Responsibility Weighting (%)

Enter a number from 0 - 100 | Leave field blank otherwise

#4 Objective/Key Responsibility Rating

#5 Objective/Key Responsibility Weighting (%)

Enter a number from 0 - 100 | Leave field blank otherwise

#5 Objective/Key Responsibility Rating

Weighting must equal 100% *

Overall Year-end Rating Scale: Objectives & Key Responsibilities:

PW+

Reminder: The system will automatically assign a rating based on your rating of each objective and the weighting of each objective.

3. For the competency section, you must identify if the direct report is an **employee** or **supervisor**. **Why?** There are different sets of competencies for employees and supervisors. **Reason:** The appropriate list of competencies will display. Supervisors have more competencies to demonstrate than do employees.

Competencies - 40% overall weighting

The Catholic and Vincentian tradition at St. John's University is the foundation and the source of the core values its members strive to embody: truth, love, respect, opportunity, excellence, and service.

The Mission and Values are expressed and integrated into the work at St. John's through the following competencies.

Evaluation is for*

Employee

Please select the role that best describes you at St. John's University

Please rate the Core Competencies listed below for all employees.

For examples click the icon below:



Note: Click on [Employee Competencies](#) for a list of the employee competencies and click on [Supervisor Competencies](#) for a list of the supervisor competencies.

4. Enter the rating for each competency.

1. Provide Timely and Excellent Service:

Please select a rating for Timely and Excellent Service: *

PW+

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.

Please select a rating for Diversity and Inclusivity: *

PW

3. Shared Ownership/Accountability:

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

Please select a rating for Shared Ownership/Accountability *

EP

4. Adapting to Change:

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

Please select a rating for Adapting to Change *

PW

5. Collegiality and Teamwork:

Works collaboratively and respectfully within and across departments.

Please select a rating for Collegiality and Teamwork *

EP

6. Communication:

Communicates clearly, concisely, and respectfully in all interactions.

Please select a rating for Communication *

EP

7. Quality of Work:

Provides accurate complete products and services

Please select a rating for Quality of Work *

PW+

Overall Year-end Rating Scale: Competencies / St. John's mission and values at work:

PW+

Reminder: The system will automatically assign an overall rating for the competency section based on your rating of each competency.

Handout #6

The list of competencies for the supervisors include two more than the employees are rated on.

Please rate the Core Competencies listed below for all employees.

For examples click the icon below:



1. Provide Timely and Excellent Service:

Please select a rating for 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.

Please select a rating for Diversity and Inclusivity: *

3. Shared Ownership/Accountability:

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

Please select a rating for Shared Ownership/Accountability *

4. Adapting to Change:

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

Please select a rating for Adapting to Change *

5. Collegiality and Teamwork:

Works collaboratively and respectfully within and across departments.

Please select a rating for Collegiality and Teamwork *

6. Communication:

Communicates clearly, concisely, and respectfully in all interactions.

Please select a rating for Communication *

7. Quality of Work:

Provides accurate complete products and services

Please select a rating for Quality of Work *

8. People Management:

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

Please select a rating for People Management *

9. Planning and Strategic Vision:

Develops plans to support business unit objectives

Please select a rating for Planning and Strategic Vision *

Note: Competencies #8 & 9 are for supervisors only.

Handout #6

The final rating scale and overall rating for both the objective and competency sections are automatically calculated by Formstack.

Overall Performance Rating: Year-End Assessment

EP	Exceptional Performance (requires written supporting rationale)
PW+	Performs well in all aspects of the job; exceeds expectations in a few areas (requires written supporting rationale)
PW	Performs well in all aspects of the job
NI	Needs Improvement (requires written supporting rationale)
DNW	Does not meet expectations (requires written supporting rationale)

Comments required for each rating except PW

Final Rating:
PW+