

Instructions for Supervisors to Complete Supervisor Summary

Supervisors must provide a narrative for any objective or competency rating other than a **PW** rating. Supervisors must justify a rating of EP, PW+, NI, DNM.

1. In the **Supervisor's Summary** section, supervisors are required to provide a narrative for any rating other than PW. It is recommended that supervisors address each objective and each competency.

Supervisor's Summary

Objective #1 - xxxxxx did an outstanding job in objective 1. She excelled at . . .

Objective #2 - xxxxxx performed well during the past fiscal year in completing . . .

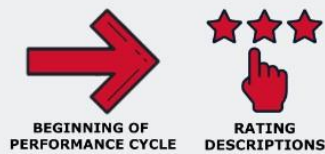
Competencies

Timely and Excellent Service - xxxx completes her assigned tasks on time and with few errors. I have received compliments from clients on how well and timely xxxx responds to their inquiries and the professional and collegial manner in which she interacts with them.

Note: Click on the [Rating Descriptions](#) to access the definitions of the ratings and behavioral descriptors associated with each rating.

Objectives/Key Responsibilities - 60% overall weighting

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



Rating Scale and Definitions

- EP** **Exceptional Performance** (requires written supporting rationale) – Performance consistently and significantly exceeds departmental and position expectations
- PW+** **Performing Well Plus** (requires written supporting rationale) – Performs well in all aspects of the job, exceeds expectations in a few areas
- PW** **Performing Well – no written rationale required** – Performance consistently meets expectations and job requirements
- NI** **Needs Improvement** (requires written supporting rationale) – Performance consistently does not meet expectations and improvement is required
- DNM** **Does Not Meet Expectations** (requires written supporting rationale) – Performance does not meet expectations
- N/A** **Not Applicable** – no written rationale required

Rating Scale with sample behavioral descriptions:

- EP** **Exceptional Performance** (requires written supporting rationale)
 - Exceeded requirements even on the most difficult and complex aspects of the job
 - Accomplished far more than expected
 - Initiated new projects and solutions. Was able to take on additional assignments without affecting other work
 - Put students' needs first and worked to overcome obstacles to serve students' needs
 - Completed projects thoroughly, completely and ahead of schedule
 - Required little or no supervision and follow-up
 - Did advance planning, anticipated problems and took appropriate action
 - Exhibited exceptional leadership ability and was a role model for others
 - Demonstrated an exemplary commitment towards the team, department, institutional goals and SJU Mission and Values at Work
 - "XXX has not only performed all of her responsibilities, but has also incorporated her talents and experience to the enhancement of the department as a whole. She has gone above and beyond meeting her job expectations, and has taken on additional responsibilities throughout the year. She is a quick and enthusiastic learner who works positively and productively with her colleagues and supervisor. She strives to deliver accurate and prompt service to our students, and is helpful and knowledgeable when interacting with family and staff. She has been an asset to the department."

Note: Click on [sample rating descriptions](#) for additional narratives in support of the rating descriptions. These sample descriptions can be found on the Human Resources webpage

2. Upon completion of the Supervisor's Summary, click **Submit Form**.

Submit Form

 Form secured by [Formstack](#)

Handout #8


Result: Formstack sends you and your direct report an email that the RED form was completed by you the supervisor and transmits a **sample** copy of the RED Form. You are required to schedule a meeting with your direct report to discuss the RED Form.

RED Form Sample Preview! - [Redacted] Submission ID: 983188816

Office of Human Resources via Formstack
To: [Redacted]
Cc: Eileen Caufield; hr_formstack@stjohns.edu

Thu 7/7/2022 8:39 AM

X55555555_HR_PFP_2022.pdf
324 KB



Submission ID: SAMPLE | Date Completed |

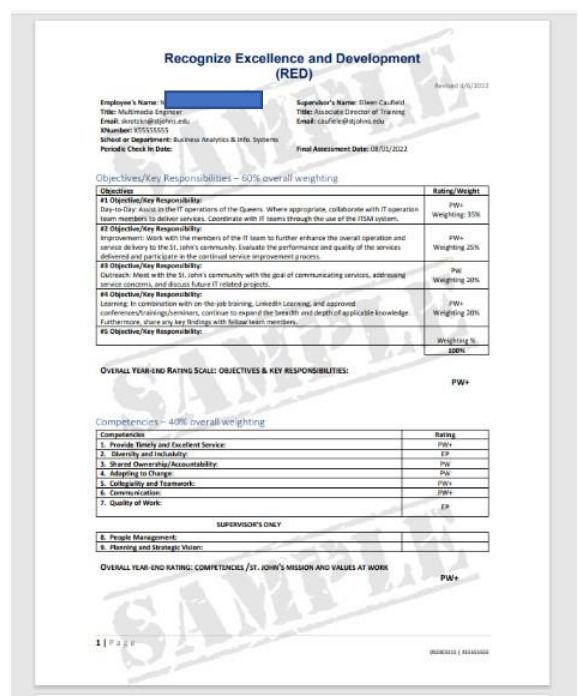
Hello [Redacted] and Eileen Caufield. Attached you will both find a sample copy of the completed Recognize Excellence and Development (RED) form. At this point, you should both schedule a one-on-one meeting to go over the finalized form.

Once you have completed your one-on-one meeting, Nicholas Skrotzki 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
718-990-1865

If you experienced any issues with this form or with the following PDF, please open a ticket with [Information Technology](#)

Reply Reply all Forward



Recognize Excellence and Development (RED)
Assigned 6/1/2022

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
Member: X55555555
School or Department: Business Analytics & Info Systems
Periodic Check In Date: Find Assessment Date: 06/01/2022

Objectives/Key Responsibilities – 60% overall weighting

Objectives	Rating/Weight
#1 Objective/Key Responsibility: 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%
#2 Objective/Key Responsibility: 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: 20%
#3 Objective/Key Responsibility: Community: Meet with the St. John's community with the goal of communicating services, addressing service concerns, and discuss future IT related projects.	PE Weighting: 25%
#4 Objective/Key Responsibility: Learning: In combination with on the job training, LinkedIn Learning, and approved conferences/training/courses, continue to expand the breadth and depth of applicable knowledge. Furthermore, share any key findings with fellow team members.	PW+ Weighting: 20%
#5 Objective/Key Responsibility:	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. Security and Integrity:	EP
3. Shared Ownership/Accountability:	PE
4. Adapting to Change:	PE
5. Collaboration and Teamwork:	PW+
6. Communication:	PW+
7. Quality of Work:	EP

SUPERVISOR'S ONLY

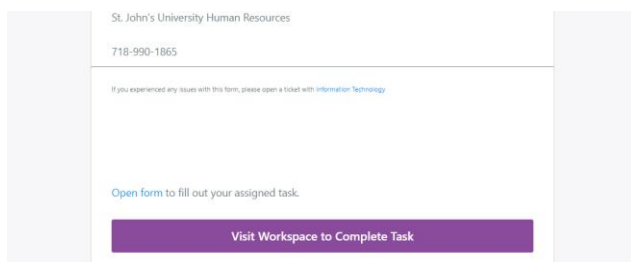
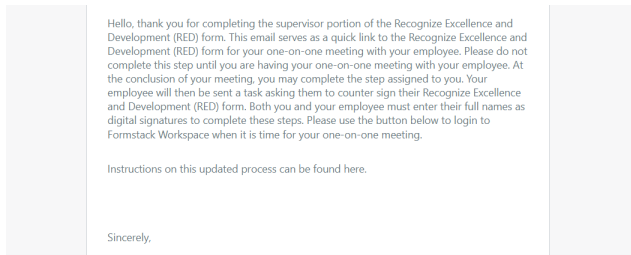
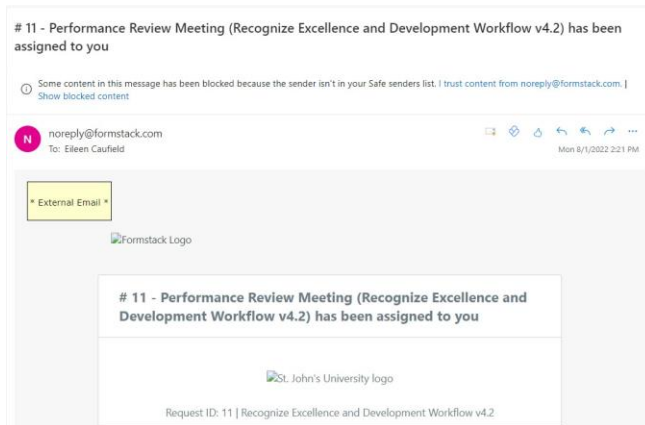
8. People Management:
9. Planning and Strategic Vision:

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

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Handout #8

3. Formstack sends to the supervisor an email notifying them that they have an additional workflow to complete, i.e., the one-on-one meeting with the employees. The workflow will remain opened until the meeting is conducted and both the supervisor and employee sign the RED Form.



The supervisor can access the employee's RED Form to sign it by clicking on **Visit Workspace to Complete Task** or by clicking on the **Formstack** tile from the dashboard. **Note:** See the **Instructions for Signing the RED Form in Formstack**.