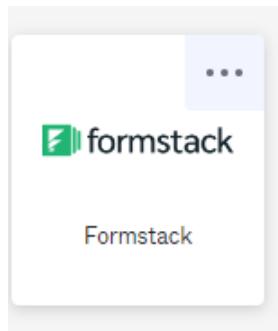


Instructions for Signing the RED Form in Formstack

Supervisor Signature on the RED Form

After the one-on-one meeting is held, the supervisor logs into Formstack and signs the employee's RED Form. To access the Workspace in Formstack,

1. Login into **signon.stjohns.edu**
2. Enter your **username** and **password**
3. Click on the **Formstack** tile on the dashboard.



4. You will be brought to the login screen for Formstack. Enter your St. John's email address and click on **Log into Formstack**.

Welcome back to Formstack

EMAIL ADDRESS

Log into Formstack

SIGN IN WITH GOOGLE

[Forgot Your Password?](#)

[Don't have an account? Try out Formstack for free!](#)

A screenshot of the Formstack login page. At the top, it says "EMAIL ADDRESS" and has a text input field containing "caufield@stjohns.edu". Below the input field is a large blue button with the text "Log into Formstack" in white. This button is highlighted with a thick red rectangular border. Below the button is a "SIGN IN WITH GOOGLE" button, which is a white button with the Google logo and the text "SIGN IN WITH GOOGLE". At the bottom of the page, there are two links: "Forgot Your Password?" and "Don't have an account? Try out Formstack for free!".

5. Click on **Log in with SignOn**.

Please enter your password

EMAIL ADDRESS [Log in as different User](#)

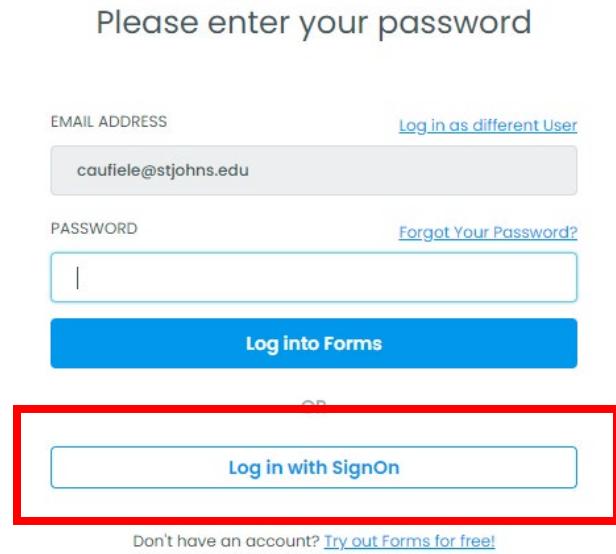
caufiele@stjohns.edu

PASSWORD [Forgot Your Password?](#)

Log into Forms

Log in with SignOn

Don't have an account? [Try out Forms for free!](#)



6. You will be asked to provide the two-factor authentication. Click on **Send code**, enter the code and click **Verify**. **Result:** You will be brought to the **Workspace**.

Connecting to  formstack

Sign-in with your St. John's University account to access Formstack Forms

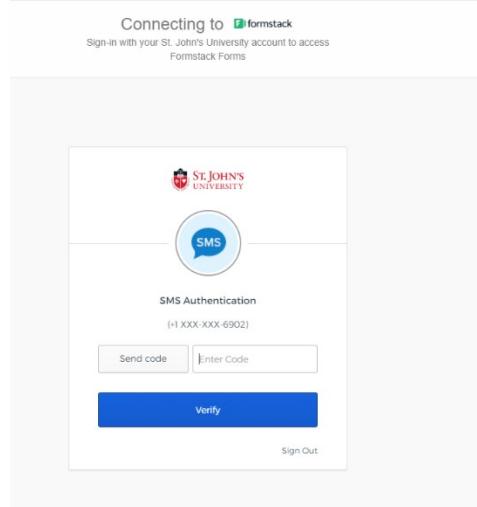
 ST. JOHN'S UNIVERSITY

 SMS

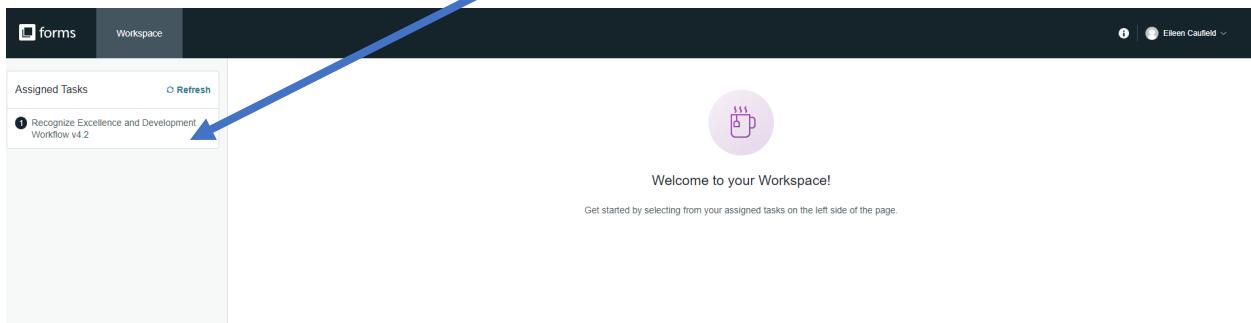
SMS Authentication
(+1 XXX-XXX-6902)

Verify

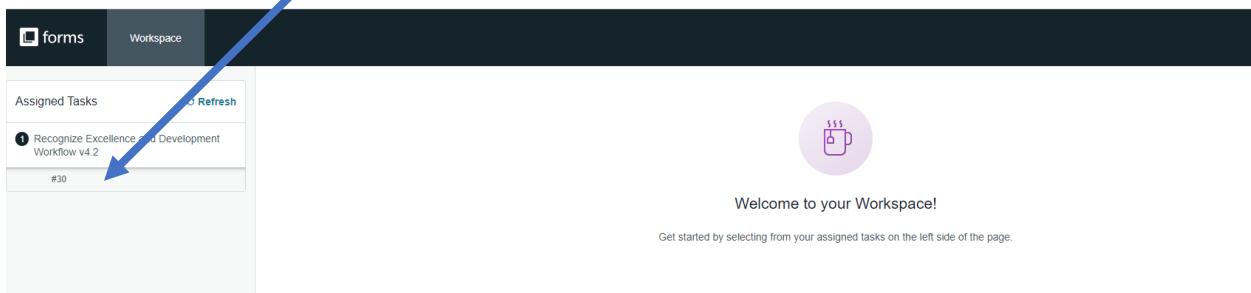
[Sign Out](#)



7. Click on **Recognize Excellence and Development Workflow v4.2**.

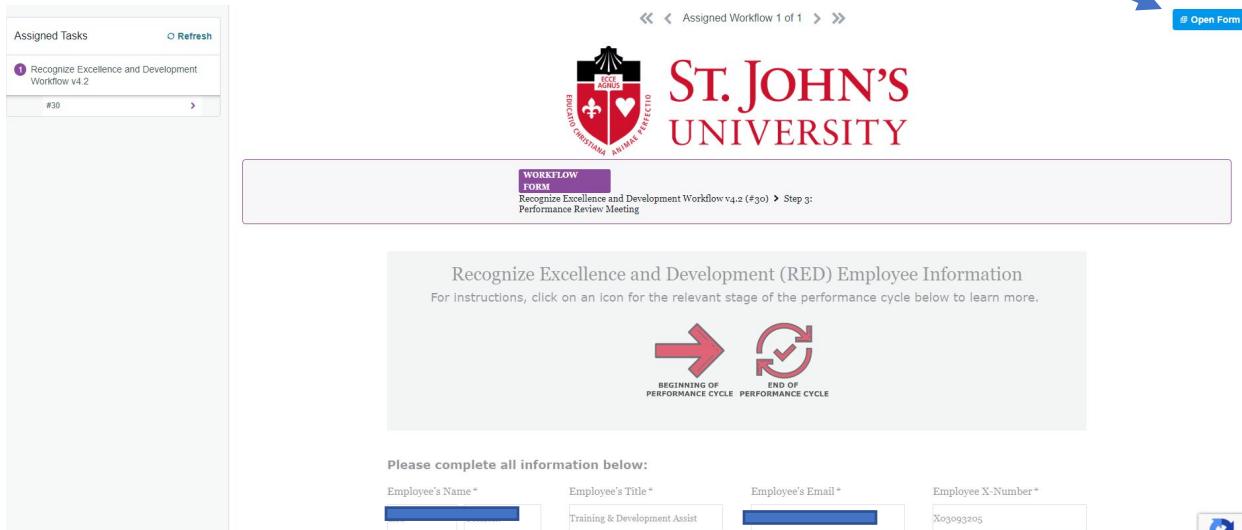


8. Click on the **Workflow #** that corresponds to the employee's RED Form you need to sign.



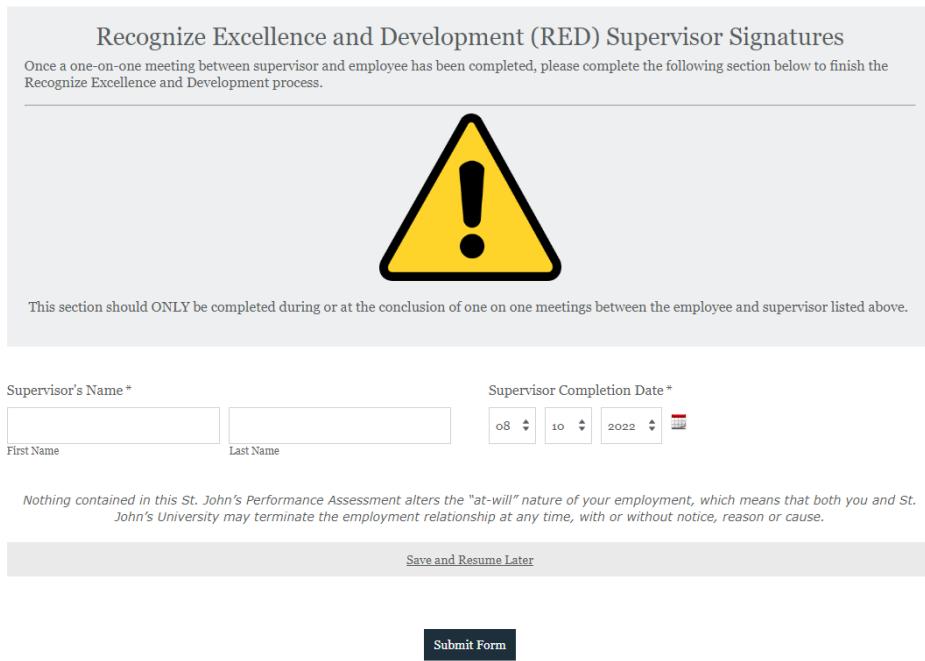
Handout #9

9. While on the screen that displays the employee's RED Form, click on **Open Form** to open the RED.



The screenshot shows the RED Form interface. At the top right, there is a blue arrow pointing to the 'Open Form' button. The interface includes a sidebar with 'Assigned Tasks' and a main content area with the St. John's University logo and a 'WORKFLOW FORM' section. The 'WORKFLOW FORM' section displays the 'Recognize Excellence and Development Workflow v4.2 (#30)' and 'Step 3: Performance Review Meeting'. Below this, there is a diagram showing a red arrow pointing right labeled 'BEGINNING OF PERFORMANCE CYCLE' and a circular arrow labeled 'END OF PERFORMANCE CYCLE'. A note says 'Recognize Excellence and Development (RED) Employee Information' and 'For instructions, click on an icon for the relevant stage of the performance cycle below to learn more.' At the bottom, there are input fields for 'Employee's Name', 'Employee's Title', 'Employee's Email', and 'Employee X-Number'.

10. Scroll through the RED Form until you arrive at the **Supervisor Signature** section. **Important:** You should sign the form only after the one-on-one meeting with the employee has been conducted.



The screenshot shows the 'Supervisor Signature' section of the RED Form. It features a large yellow warning sign with an exclamation mark. Below the sign, a note says 'This section should ONLY be completed during or at the conclusion of one on one meetings between the employee and supervisor listed above.' There are input fields for 'Supervisor's Name' (First Name and Last Name) and 'Supervisor Completion Date' (date fields for day, month, year, and year). A note at the bottom states: '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.' A 'Save and Resume Later' button is at the bottom left, and a 'Submit Form' button is at the bottom right.

11. Enter your **First Name, Last Name, Supervisor Completion Date** (date of the meeting with the employee).
12. Click on **Submit Form**.

Employee Countersigns the RED Form

After the supervisor signs the employee's RED Form, the **employee** receives a workflow assignment requesting their signature on the RED. The employee needs to access the **Formstack Workspace** by clicking on **Visit Workspace to Complete Task** to sign the employee's RED Form. Alternatively, the employee (you) can access the Workspace through **Formstack**.

11 - Employee Signature (Recognize Excellence and Development Workflow v4.2) has been assigned to you

 **ST. JOHN'S UNIVERSITY**

Request ID: 11 | Recognize Excellence and Development Workflow v4.2

Hello, thank you for completing your one-on-one meeting with your supervisor and now it is your turn to counter sign your Recognize Excellence and Development (RED) form. If you have not yet had your one-on-one meeting with your supervisor, it is highly recommended that you reach out to them now to schedule a meeting and to not proceed further. If you have had your one-on-one meeting, then please click the link below to login to Formstack and sign your Recognize Excellence and development (RED) form. It is necessary for you to login and countersign your form to complete the process. Once completed, a finalized PDF will be sent to you and your supervisor for your records.

Instructions on this updated process can be found [here](#).

Sincerely,

St. John's University Human Resources

718-990-1865

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

[Open form](#) to fill out your assigned task.

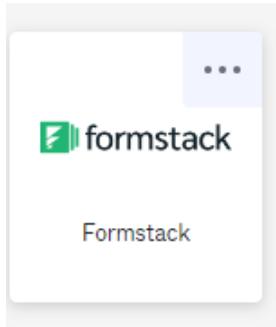
[Visit Workspace to Complete Task](#)

You are receiving this email because you have been assigned as a participant in a Workflow. To learn more, visit our [help documentation](#)!

— The Formstack Team

Accessing the Workspace through Formstack.

1. Login into **signon.stjohns.edu**
2. Enter your **username** and **password**
3. Click on the **Formstack** tile on the dashboard.



4. You will be brought to the login screen for Formstack. Enter your St. John's email address and click on **Log into Formstack**.

Welcome back to Formstack

EMAIL ADDRESS

caufield@stjohns.edu

Log into Formstack

SIGN IN WITH GOOGLE

[Forgot Your Password?](#)

[Don't have an account? Try out Formstack for free!](#)

5. Click on **Log in with SignOn**

Please enter your password

EMAIL ADDRESS [Log in as different User](#)

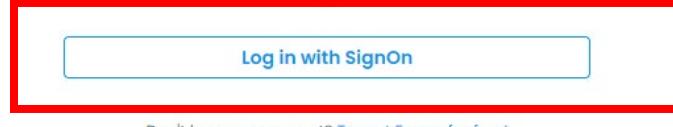
PASSWORD [Forgot Your Password?](#)

Log into Forms

OR

[Log in with SignOn](#)

Don't have an account? [Try out Forms for free!](#)



6. You will be asked to provide the two-factor authentication. Click on **Send code, enter the code, and click Verify. Result: You will be brought to the Formstack Workspace.**

Connecting to  **formstack**
Sign-in with your St. John's University account to access
Formstack Forms

 ST. JOHN'S
UNIVERSITY

 SMS

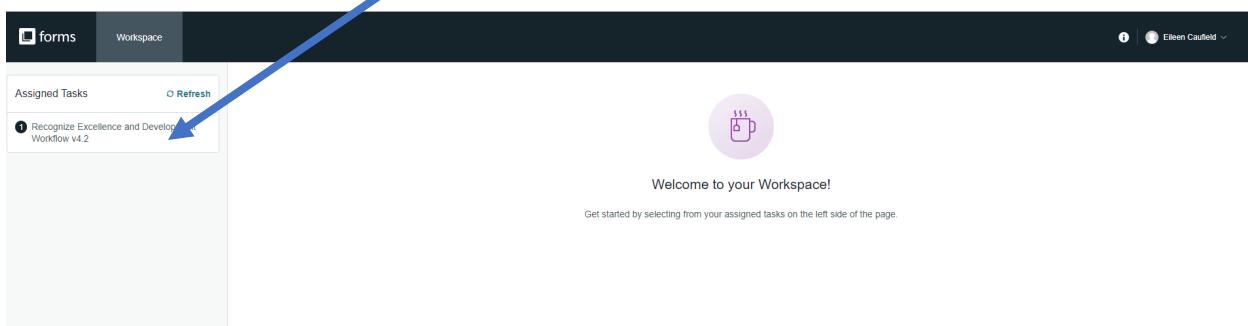
SMS Authentication
(+1 XXX-XXX-6902)

Verify

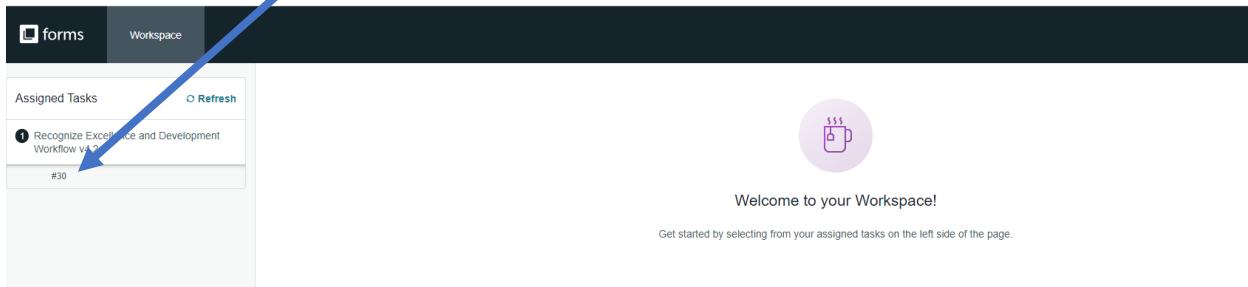
[Sign Out](#)

Handout #9

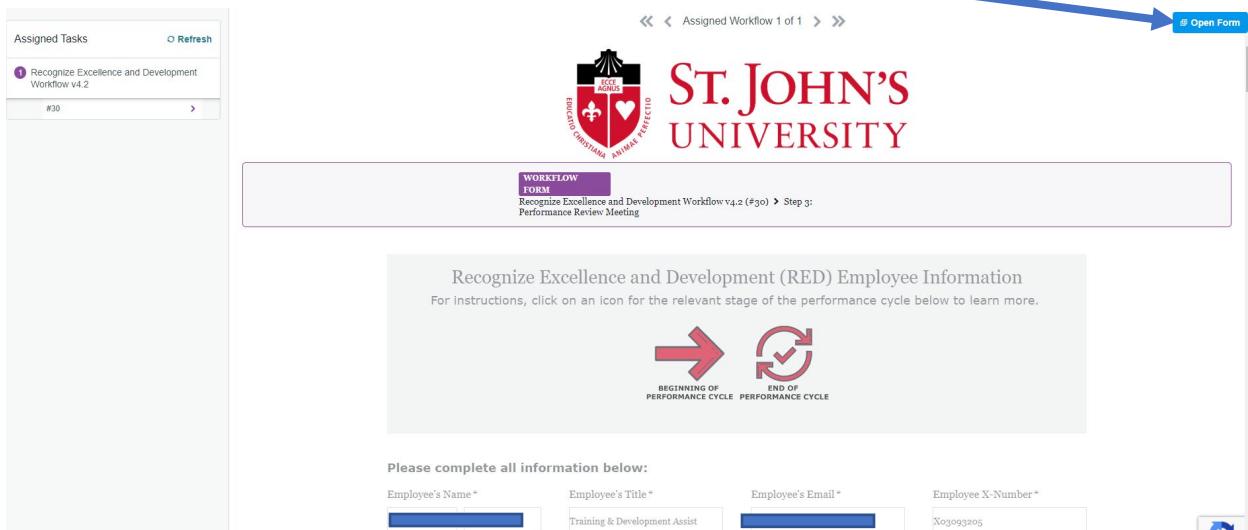
7. Click on **Recognize Excellence and Development Workflow v4.2.**



8. Click on the **Workflow #** that corresponds to your RED Form that you need to sign.



9. When your RED Form displays on the screen, click on **Open Form** to open the RED Form.



10. Scroll through the RED Form until you arrive at the **Employee Signature** section.

Note: At this point you have the option to enter additional comments if you do not agree with the supervisor's comments or wish to provide additional explanations in response to the supervisor's comments.

11a. **If you wish to add comments,**

- a) Select **Yes** in response to the question that asks for additional comments
- b) Enter comments in the text box.
- c) Enter **First Name, Last Name, Employee Completion Date** (when you sign the form)
- d) Click on **Submit Form**.

Recognize Excellence and Development (RED) Employee Signature

Once a one-on-one meeting between supervisor and employee has been completed, please complete the following section below to finish the Recognize Excellence and Development process.



This section should ONLY be completed during or at the conclusion of one on one meetings between the employee and supervisor listed above.

Would you like to include any additional comments with your Recognize Excellence and Development (RED)?

Yes

Please enter your Recognize Excellence and Development (RED) comments *

Employee's Name *
First Name Last Name

Employee Completion Date *
08 01 2022

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

11b. If you have no additional comments to make, select **No** in response to the question that asks if you would like to include additional comments,

- a) Enter **First Name**, **Last Name**, and **Employee Completion Date** (when you sign the form).
- b) Click on **Submit Form**.

Recognize Excellence and Development (RED) Employee Signature

Once a one-on-one meeting between supervisor and employee has been completed, please complete the following section below to finish the Recognize Excellence and Development process.



This section should ONLY be completed during or at the conclusion of one on one meetings between the employee and supervisor listed above.

Would you like to include any additional comments with your
Recognize Excellence and Development (RED)?

No

Employee's Name *

First Name

Last Name

Employee Completion Date *

08

01

2022



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](#)



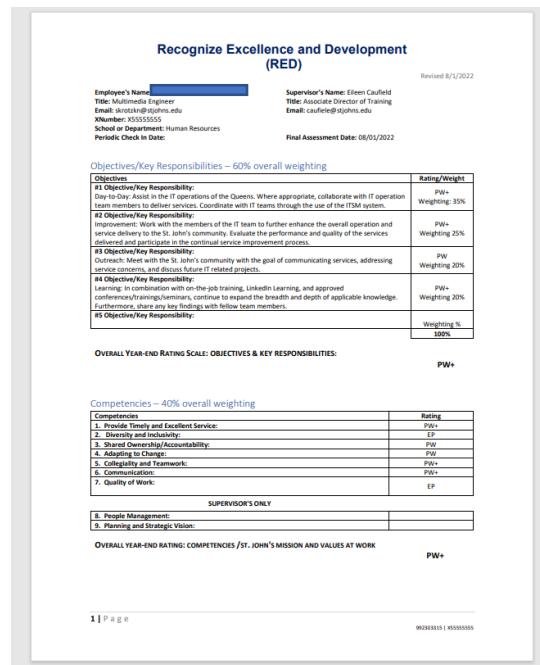
Form secured by Formstack

Handout #9

12. After the employee signs and submits the RED Form, Formstack sends to both the supervisor and the employee an email notifying them that the process has been completed and transmits a final copy of the RED.

Information Technology'." data-bbox="111 154 662 421"/>

13. Copies of the finalized RED Form are sent to the employee, supervisor, HR, and a copy is uploaded to Banner Xtender.



14. Supervisor enters the ratings into UIS.