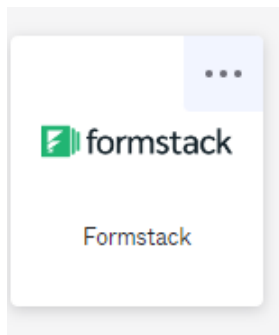


Instructions for Signing the RED Form in Formstack

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

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

Handout #9

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



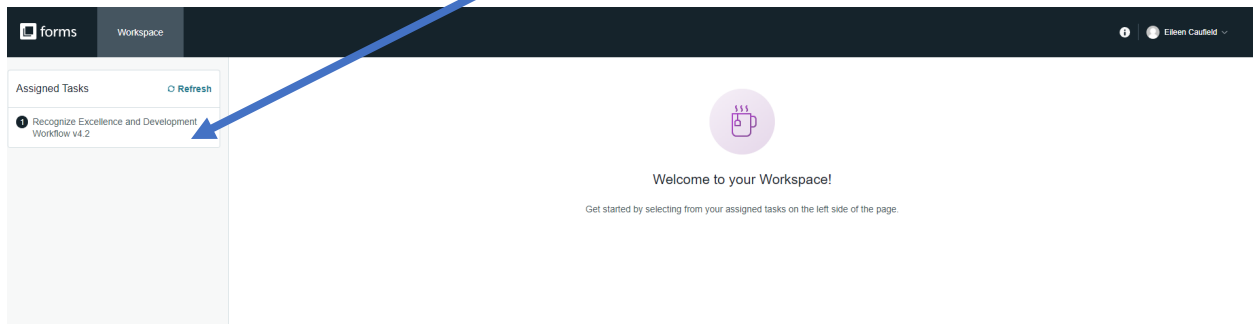
SMS Authentication
(+1 XXX-XXX-6902)

Verify

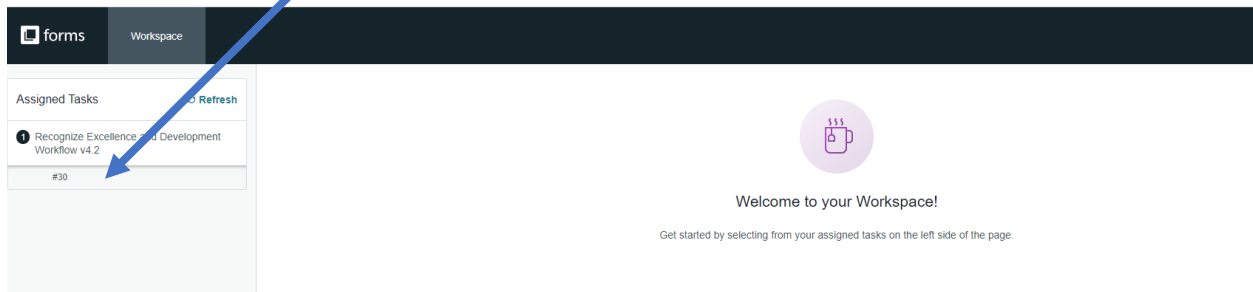
[Sign Out](#)

Handout #9

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



8. Click on the **Workflow #** that corresponds to 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.

Assigned Tasks [Refresh](#)

1 Recognize Excellence and Development Workflow v4.2

#30 >

<< Assigned Workflow 1 of 1 >>

WORKFLOW FORM
Recognize Excellence and Development Workflow v4.2 (#30) > Step 3:
Performance Review Meeting

ST. JOHN'S UNIVERSITY

Recognize Excellence and Development (RED) Employee 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

Please complete all information below:

Employee's Name * Employee's Title * Employee's Email * Employee X-Number *

Training & Development Assist X0909205

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.

Recognize Excellence and Development (RED) Supervisor Signatures

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.

Supervisor's Name * Supervisor Completion Date *

First Name Last Name 08 10 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


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

Handout #9

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.

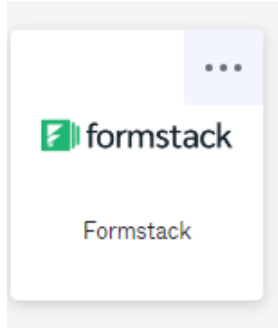
[Visit Workspace to Complete Task](#)

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

caufiele@stjohns.edu

Log into Formstack

 SIGN IN WITH GOOGLE

[Forgot Your Password?](#)

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

Handout #9

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

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





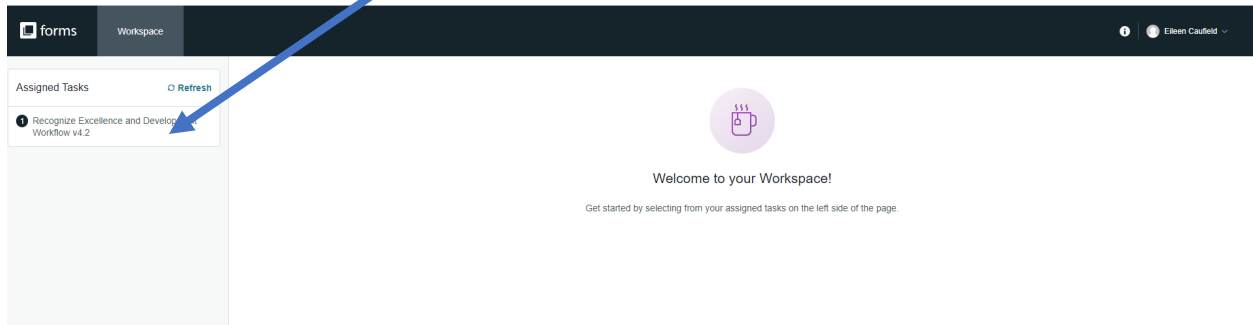
SMS Authentication
(+1 XXX-XXX-6902)

Verify

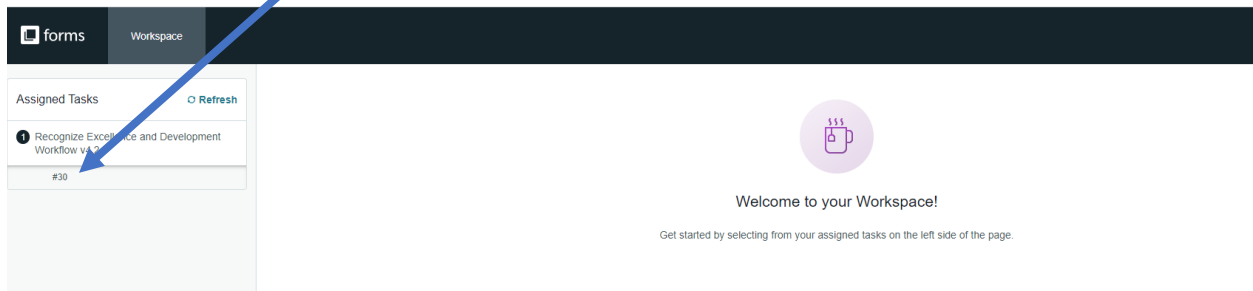
[Sign Out](#)

Handout #9

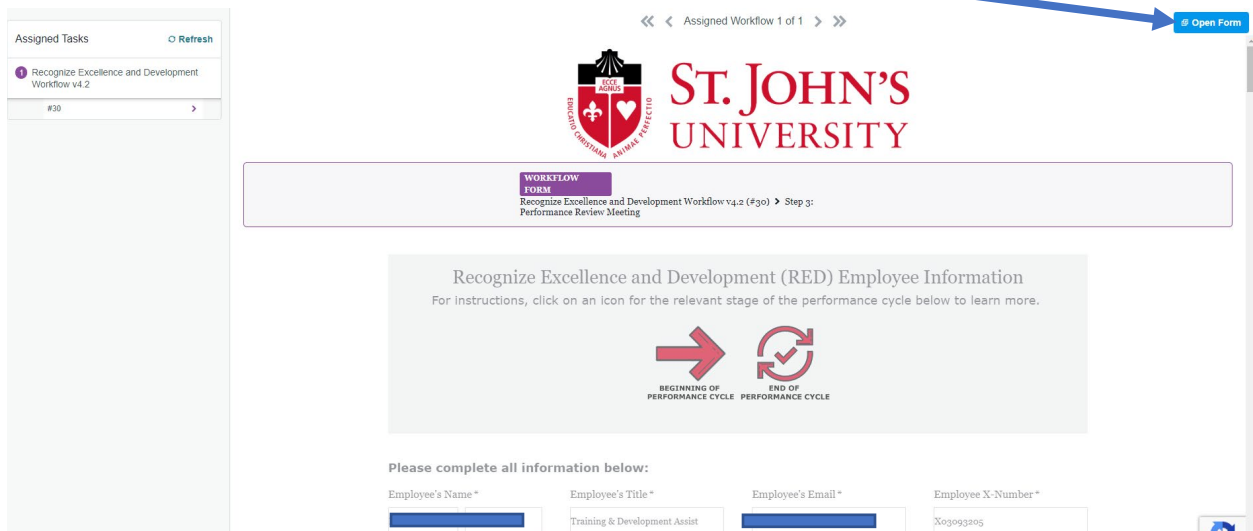
7. Click on **Recognize Excellence and Development Workflow v4.2.**



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.



Handout #9

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 *

Employee Completion Date *

First Name Last Name 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.

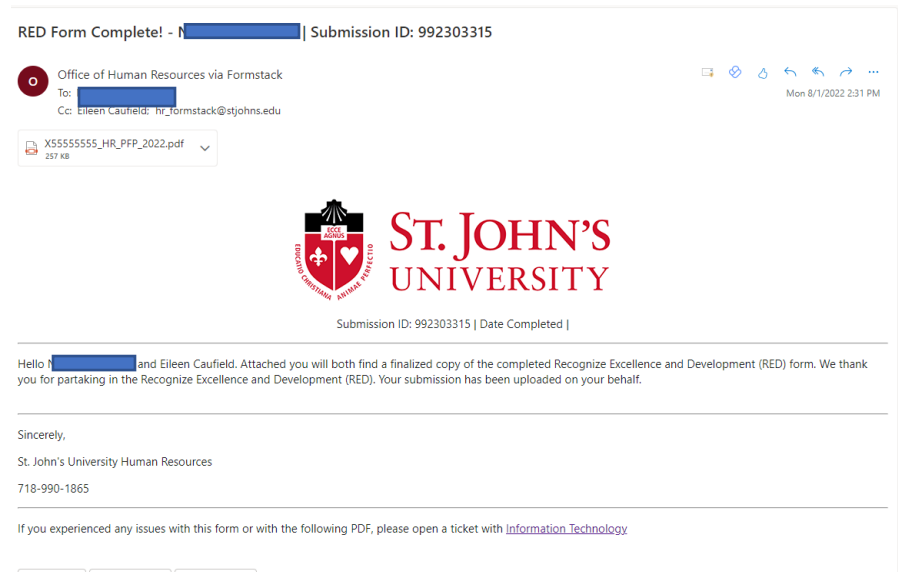
[Save and Resume Later](#)

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.



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

Recognize Excellence and Development (RED)

Revised 8/1/2022

Employee's Name: [Redacted] Supervisor's Name: Eileen Caulfield
 Title: Multimedia Engineer Title: Associate Director of Training
 Email: akroxtst@stjohns.edu Email: caulfeie@stjohns.edu
 Username: XS555555
 School or Department: Human Resources Final Assessment Date: 08/01/2022
 Periodic Check In Date:

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: 25%
#3 Objective/Key Responsibility: Outreach: Meet with the St. John's community with the goal of communicating services, addressing service concerns, and discuss future IT related projects.	PW Weighting: 20%
#4 Objective/Key Responsibility: Learning: In combination with on-the-job training, LinkedIn Learning, and approved conferences/trainings/seminars, 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%
	100%

OVERALL YEAR-END RATING SCALE: OBJECTIVES & KEY RESPONSIBILITIES:

PW+

Competencies – 40% overall weighting

Competencies	Rating
1. Provide Timely and Excellent Service:	PW+
2. Diversity and Inclusivity:	EP
3. Shared Ownership/Accountability:	PW
4. Adapting to Change:	PW
5. Collegiality 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+

1 | Page 992303315 | XS555555

14. Supervisor enters the ratings into UIS.