

THE END OF THE PERFORMANCE CYCLE

After the end of the performance cycle (after June 1), you will receive a RED form link via email from the Office of Human Resources. You must access and complete your RED form within 30 days of receiving the link. You will enter your objectives and write a self-assessment, meet with your supervisor, and sign your form.

Enter Objectives/Key Responsibilities

On the form, enter the objectives that you were responsible for completing during the performance cycle (June 1 – May 31). Your supervisor will review these and enter a weighting for each.

Complete the Self-Assessment

The purpose of the employee self-assessment is to engage the employee in their performance, growth and development. Employees generally appreciate the opportunity to give input into their performance assessment. Supervisors benefit from the reminder of the work accomplished by the employee and can use the self- assessment to prepare the final assessment.

Instructions

1. Upon receipt of an email from the Office of Human Resources after the close of the performance cycle (after June 1), employees have 30 days to access the RED form and complete a self-assessment. You should address how well you achieved the objectives/key responsibilities, how you fulfilled the competencies, and include training and other professional development you attended during the performance cycle. The supervisor, not the employee, will complete the rating sections.
2. Once you have entered your objectives and self-assessment, you will submit the form.
3. Your supervisor will be notified that you have submitted your RED form, and they will complete the final assessment, enter ratings, and provide a narrative summary of feedback.
4. You and your supervisor will schedule and conduct a one-on-one meeting to review your performance and to establish objectives for the next cycle.
5. You and your supervisor will have the opportunity to make additional comments, and each of you will electronically sign your form.
6. A PDF copy of your finalized RED form will be emailed to you, your supervisor and to the Office of Human Resources. Your finalized RED will be stored in your Banner account.