

RED PROCESS FOR ALL EMPLOYEES

Access and complete your portion of the RED

- 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. Enter your objectives and write a self-assessment.
- Once you click "Submit," your supervisor will receive a link to your RED form.

Review your supervisor's feedback on the RED

- Your supervisor will review your objectives and self-assessment, then enter ratings and provide feedback.
- Once your supervisor clicks "Submit," you and your supervisor will both get a PDF *sample* copy of your completed RED form via email.

Meet with your supervisor

- You and your supervisor meet to discuss your completed RED form and establish objectives for the next performance cycle.
- Your supervisor electronically signs the RED form and clicks "Submit."

Sign your RED

- You will be prompted by email to electronically sign your RED. You will have the option to input additional comments before signing.
- Once you electronically sign your RED and click "Submit," you, your supervisor, and HR will get a PDF *final* copy of your completed RED form via email.