

RED PROCESS FOR SUPERVISORS

Review and complete employees' RED forms

- You will receive links via email from "Office of Human Resources via Formstack" to each of your direct reports' online RED forms.
- Review their objectives and self-assessments, then enter ratings and provide a narrative summary of feedback for each direct report.
- When you click "Submit" on each form, you and your direct report will receive a PDF *sample* copy of their completed RED form.

Meet with your direct reports

- Meet with each direct report one-on-one to discuss their completed RED form and establish objectives for the next performance cycle.
- At the end of each meeting, enter your electronic signature on the RED form and click "Submit." Your direct reports will then be prompted via email to electronically sign their RED forms. They will have the option to input additional comments before signing.

Review the final RED forms

- Once a direct report has electronically signed their RED form, you, your direct report, and HR will get a PDF *final* copy of their completed RED form via email.