ST. JOHN'S UNIVERSITY

Performance Management Training for Supervisors

2023

St. John's University

Today's Topics

- Evaluating performance via the RED form
    - Objectives
    - Competencies
    - Professional Development
- Using Formstack to Complete the RED Form for employees
- Tips for scheduling and conducting the feedback sessions in a virtual environment

Purpose of Performance Assessment

- Creates a forum for **open dialogue** between employee and manager.
- Provides an opportunity for managers to share the **direction of the University/department/unit** and how each employee’s job fits in.
- Clarifies **mutually understood expectations** and provides a basis for measuring an employee’s ongoing performance.
- Provides opportunity for **coaching** and giving **feedback**.

Stages of Performance Cycle

Beginning of Performance Cycle

During Performance Cycle

End of Performance Cycle

Final Assessment

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Performance Weighting Breakdown

June 1st through May 31st

Objectives	60%	What	Achievements, results, outputs measured in terms of Quality, Quantity, Time
St. John's University's Values at Work & Competencies	40%	How	Through St. John's University's Values, how do you apply behaviors, skills knowledge to the job
Development Plan		How to	Opportunities to grow or improve

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Performance Planning: Objective Setting

- Occurs at the beginning of the cycle. Foundation for the whole process.
- Lets you know what's expected and how your performance will be assessed.
- Gives you the opportunity to provide input about how to perform your job.
- Helps you stay on track and remain clear on changing priorities throughout the cycle.
- Positions you for success; eliminates surprises.
- Focuses on the results of your work.
- Aligns the institutional priorities throughout the organization so that we're all working toward the same end.

How Are Objectives Developed?

STRATEGIC PLAN (Five Foundational Themes)

↓

DEPARTMENT’S GOALS

↓

YOUR MANAGER’S OBJECTIVES

↓

YOUR OBJECTIVES

Guidelines for Writing Performance Objectives

Think About:

- How to translate tasks into results and differentiate between a task and the expected result(s) of the effort.
- The specific results you will be held accountable for.
- Why are you doing this? How will you know if your goal has been achieved?
- Who receives the service you provide?
- What do the recipients expect in terms of:
  - ➢ **quality (90% very good or excellent on evaluations)**,
  - ➢ **quantity (increase student enrollment by 5% over the previous year)**
  - ➢ **timeliness (resolve help desk tickets within 24 hours)**?
- The SMART Criteria.

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Beginning of Performance Cycle: June 1 – July 31

S M A R T

SPECIFIC MEASURABLE ATTAINABLE RELEVANT TIME-BOUND

Manager communicates to employee job objectives for performance cycle

- Identify a minimum of 3 objectives (recommend no more than 5)
- Align job objectives to department objectives and foundational themes
- Ensure objectives meet S.M.A.R.T. criteria (Specific, Measurable, Attainable, Relevant, and Time-Bound)
- Link objectives/key responsibilities to the job. **Note**: If 2 or more employees perform the same job, then objectives & responsibilities must be the same
- Specify a weighting for each objective/key responsibility

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Objective Weighting – 60% Overall Weighting

Objective	Weighting
Objective 1 – Design and Delivery of Training Programs- During the fiscal year , deliver 2-3 workshops for <u>each</u> of the following programs): Quality Service, Time Management, Active Listening, Effective Meetings, Coaching, Managing for Success, etc., with a very good/excellent rating of 90% and ensure participation rate is consistent with targets	35%
Objective 2 – Complete the certificate tracking project so that each active administrator and staff member has a completed profile established in the Excel spreadsheet by May 31, 2023.	25%
Objective 3 – Develop a Telecommuting online course in Canvas, complete with evaluation and review questions, by April 30, 2023.	20%
Objective 4 – Develop and pilot **Adapting to Change** by August 31, 2022. Train 25 people by 12/31/22 with a very good/excellent rating of at least 90%.	20%
Objective totals	**100%**

Staff Competencies – 40% Overall Weighting

The Mission/St. John's Values at Work are expressed & integrated into the work at St. John's through the following competencies:

- Provide Timely and Excellent Service
- Communication
- Quality of Work
- Diversity & Inclusion
- Collegiality & Teamwork
- Shared Ownership & Accountability
- Adapting to Change

Supervisor Competencies – 40% Overall Weighting

The Mission/St. John's Values at Work are expressed & integrated into the work at St. John's through the following competencies:

Provide Timely and Excellent Service

Planning & Strategic Vision

People Manage-ment

Quality of Work

Communication

Diversity & Inclusion

Collegiality & Teamwork

Shared Ownership & Accountability

Change Management

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Beginning of Performance Cycle: June 1 – July 31

Professional Development Plan –
this section is used to identify skills, knowledge and abilities for future growth, growth in the current job or competency development.

Managers must:

- ➢Partner with employee to establish plan to develop knowledge, skills and abilities;
- ➢Provide a timeline within performance review period for progress
- ➢Ensure employee is compliant in all University required training. Ask each employee to attach a copy of their training profile.

During the Performance Cycle

Check in with employees throughout the year to ensure employees are on track and objectives remain relevant
Note significant accomplishments, changes in direction, or areas for improvement
Any changes in objectives during the reporting period must be discussed with the employee and signed and dated by both manager and employee
No rating and no paperwork submitted to HR

End of Performance Cycle

- **End of May** - Request that employees submit self-assessment by June 30th.

- **By July 31** - Prepare final assessment using the employee's self-assessment as a guide. Managers are asked to write their final assessment in the Formstack RED Form.

- **Note:** If you need additional time to submit your ratings, please contact your HR Services' representative.

Karen Crowley: 718-990-1502; Marian Saia: 718-990-2445

Writing Comments

Note: If you are a new manager or you have new direct reports, you should ask your employees for a copy of their RED Form from last year.

- Consult your performance log.
- Ensure that comments include specific, factual and descriptive examples that are job-related and behaviorally written.
- Make sure comments match the rating.
- Strive for clarity.
- Focus on accomplishments and results produced.
- Identify strengths and development areas.

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Five-Point Rating Scale

Comments are required for each rating except PW

EP = Exceptional Performance	Performance consistently and significantly exceeds departmental and position expectations
PW+ = Performs Well Plus	Performs well in all aspects of the job, exceeds expectations in a few areas
PW= Performs Well **(no written rationale required)**	Performance consistently meets expectations and job requirements
NI = Needs Improvement	Performance consistently does not meet expectations and improvement is required.
DNM – Does not meet expectations	Performance does not meet expectations

Completing Your Self Assessment

- Seek agreement from your supervisor on the objectives you will assess in your evaluation.
- Write your self-assessment in a Word document.
- Be as honest and factual as possible.
- List all of your accomplishments from the year; note reasons for set-backs.
- Include enough specific details so that your manager understands your contributions.
- Highlight changes in priorities that arose during the cycle.
- Use the **RED** form to complete your self-assessment (copy and paste from the Word document into the Formstack **RED** Form)
- Send self-assessment to your manager prior to your performance discussion meeting.
- Expect your manager to add comments accordingly.
- Understand that your supervisor has final say.

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Self-Assessment Samples

- I have been attending departmental meetings with the goal of making suggestions to improve work processes, and one of my suggestions, xxxxxxx, resulted in a change in procedures that has saved the department over $2,000 this year alone.

- Despite the reduced headcount in our department, I have completed my database project on time and $1,000 under budget. As a result, students can now access their information in two clicks instead of four and the information is updated immediately instead of every 24 hours.

- During the past year, I documented 5 of 7 work processes that were used to train new student workers hired by the department. The documentation resulted in reduced time spent to train the student workers and now serve as desk procedures.

Participating in the Performance Discussion

- Refer back to your list of accomplishments.
- Complete your Self-Assessment before the meeting. Be objective about the things you did well and the areas where you could have done better.
- Be prepared to discuss your Self-Assessment during the meeting with your manager.
- Discuss areas you would like to develop and/or career interests you may have.
- Be open to feedback and ask questions if you don't understand something.

Tips for Conducting Virtual Feedback Meetings

- Supervisors should send to their direct reports, via email, the SAMPLE RED form complete with their narrative comments and ratings at least 24 hours before the scheduled meeting.
- Plan on each meeting to last 45-60 minutes.
- Conduct the meeting in-person, via TEAMS, or WebEx Meetings.
- Use your webcam for these meetings – it is important that supervisors and direct reports see each other.
- Discuss the present year's performance and toward the end of the meeting discuss next year's goals.

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Tips for Conducting your Feedback Meetings

- Focus on the priorities.
- Describe specific situations or behavior.
- Focus on the work; relate feedback to objectives and expectations.
- Balance positive and constructive statements.
- Try to see things from the employee's perspective; share your own experiences.
- Present corrective feedback in positive, actionable way.
- Ensure that the employee understands by asking them to summarize.
- Follow up to monitor improvements and set follow up dates.

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Additional Resources

HR Services Representatives		
Contact	**Telephone #**	**Email address**
Karen Crowley	718-990-1502	crowleyk@stjohns.edu
Marian Saia	718-990-2445	saiam@stjohns.edu

- HR Services' Web page
- Resources for Telework Success
- Employee Assistance Program (EAP)
- LinkedIn Learning.com
- University Information System (UIS) – list of training workshops
- HR Training & Development Professional Development Workshops and Certificate Programs

Employee Starts RED Process

Employee Receives Link to RED Form

All employees will receive an email from the Office of Human Resources transmitting a link to the RED Form.

Draft of Memo that will be sent to FT and PT Administrators and Staff hired before 4/1/2023

TO: All FT and PT administrators and staff who started before 4/1/23

FROM: Office of Human Resources

TARGET DATE: June 1, 2023

SUBJECT: RED Form Link

The RED performance review process is now underway. Please click the link below to access the RED form. You must access and complete your RED form by **June 30, 2023**.

RED Form

Please note that the RED form does not have a "save and resume" feature, which means you will not be able to save your progress on the form prior to submitting it. We strongly recommend that you write and save your objectives and self-assessment on a separate Word Document, and when you are ready to submit the RED form, copy your entries from your Word Document into the RED form.

We encourage you to visit the RED section of the Human Resources Services website, which has instructions on completing the RED form, troubleshooting tips, and links for HR training sessions on the RED process. If you need any assistance with your RED form, please contact Karen Crowley, Associate Director for HR Services, at ext. 1502, or Marian Saia, HR Generalist, at ext. 2445.

Note: Training recommends that you create an Outlook email archive folder for yourself and label it **RED 2023** to store the RED-related emails you will receive from HR and Formstack.

Accessing the RED Form from the HR Email

Click on the **RED Form** link.

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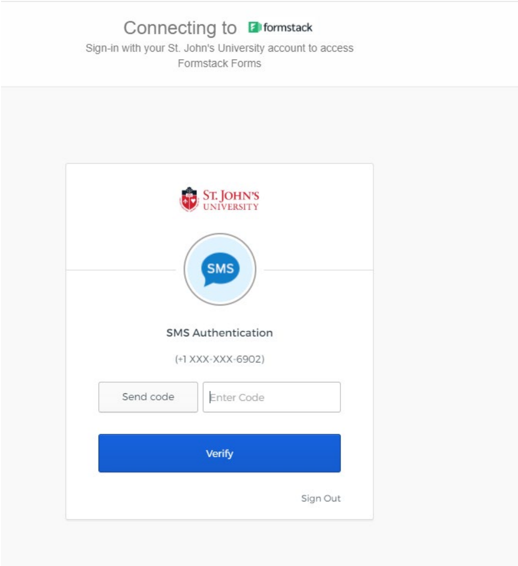
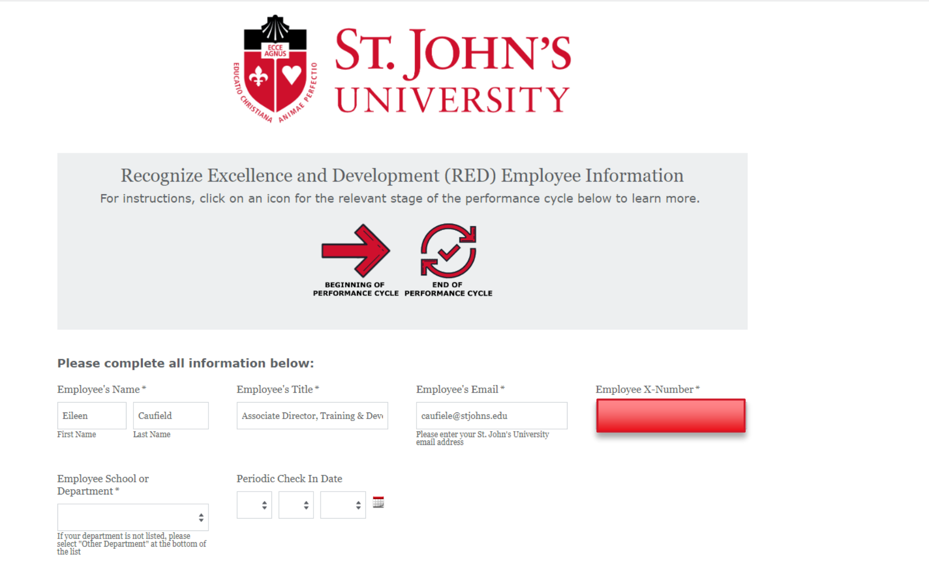
You will be asked to provide a two-factor authentication code in order to access the RED Form.

Click on **Send code**, **enter the code** and click on **Verify**.



Accessing the RED Form from the HR Email

Result after you enter your verification code: You will be brought to the RED Form with some of your personal information pre-filled on the form. Scroll through the form to continue to complete the RED Form.

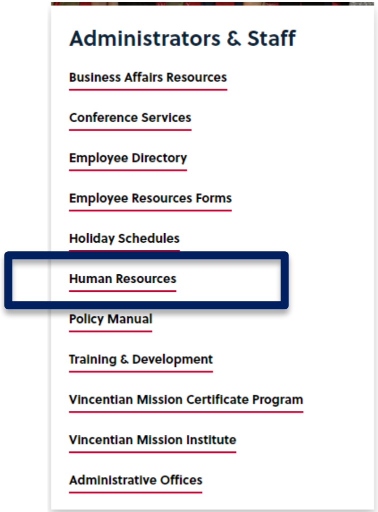


Accessing the RED Form from the HR Webpage

1. Login to the St. John's website via stjohns.edu

2. Scroll to the footer and select **Faculty, Administrators & Staff**

3. Scroll down and click on **Human Resources within the Administration & Staff menu**



4. From the HR webpage, click on **Human Resources Services**

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Accessing the RED Form from the HR Webpage

5. Scroll down to the section that reads **Employee Performance Management – Recognize Excellence and Development (RED)** and in the expandable section **For All Employees**, click on the plus sign + to expand the section

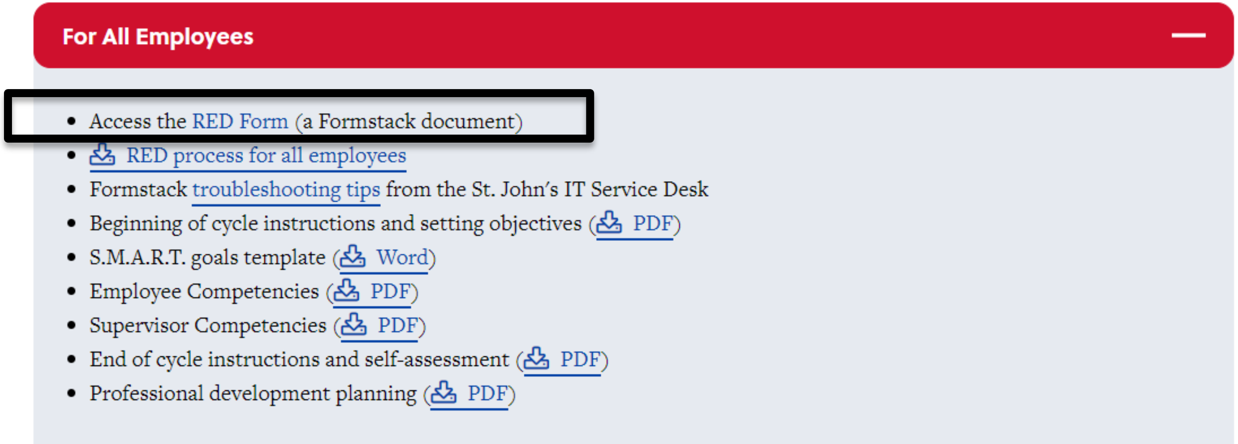
Employee Performance Management - Recognize Excellence and Development (RED)

RED is St. John's University's annual, cyclical, performance management program for staff and administrators. To help employees and supervisors get the most out of the performance management process, the following resources, tools and training are provided:

For All Employees +

Accessing the RED Form from the HR Webpage

6. Click on the **RED Form** at the entry, *Access the RED Form*


For All Employees

- Access the RED Form (a Formstack document)
- RED process for all employees
- Formstack troubleshooting tips from the St. John's IT Service Desk
- Beginning of cycle instructions and setting objectives (PDF)
- S.M.A.R.T. goals template (Word)
- Employee Competencies (PDF)
- Supervisor Competencies (PDF)
- End of cycle instructions and self-assessment (PDF)
- Professional development planning (PDF)

Result: You will be brought to the RED Form with some of your personal information pre-filled on the form. Scroll through the form to continue to complete the RED Form.

Completing the RED Form in Formstack – Employee's Information

CAUTION! You cannot save the information in the RED Form.

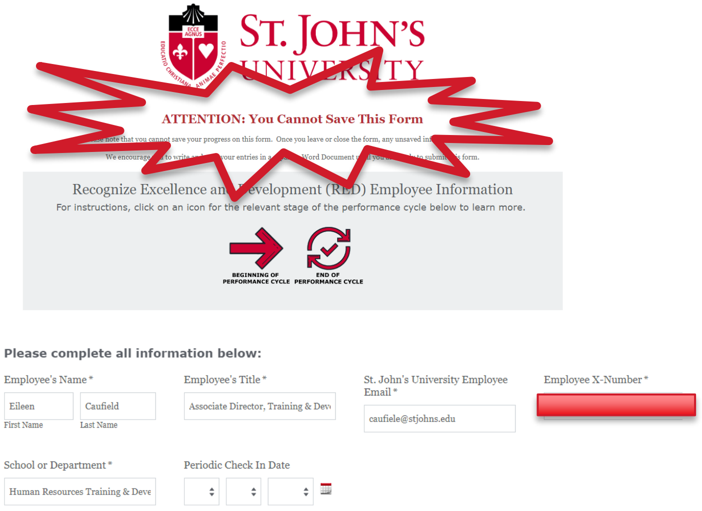
Any partial entry will be lost upon closing the form. When you are ready to complete the RED Form, copy and paste your information from a Word document into the RED Form or be prepared to enter the information directly into the RED Form in one session without interruption. You cannot save partial completion of information added to the RED Form.

Completing the RED Form in Formstack – Employee's Information

On the Formstack Form for Recognize Excellent and Development (RED) enter the required demographic information. **Note:** Some of the information will be pre-filled for you. Any field marked with an asterisk requires you to enter information; otherwise, you will not be able to submit the form.

Enter the following on the RED Form:

1. Your **First Name**, **Last Name**, **Job Title**, **St. John's Email** address (confirm your email address) and **XID number**. **Note:** You can find your **XID number** on your pay statement above your name and SSN.
2. Select your **School or Department** from the drop-down menu.
3. Leave blank the field that asks for the **Periodic Check In Date** since this is the final assessment.

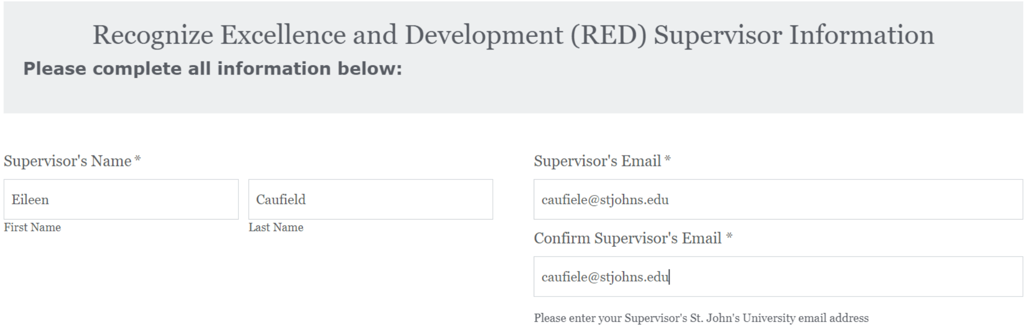


Completing the RED Form in Formstack – Supervisor's Information

Verify supervisor's name before you Submit RED Form!

Enter the following on the RED Form:

1. Your supervisor's **First Name**, **Last Name**, and **St. John's Email** address (confirm the email address)
2. **Note:** It is important that you enter your supervisor's St. John's email address because when you submit the form, the form will be sent to the email address of the supervisor whose name you entered onto the form.


Recognize Excellence and Development (RED) Supervisor Information

Please complete all information below:

Supervisor's Name *

Eileen
First Name

Caufield
Last Name

Supervisor's Email *

caufiele@stjohns.edu

Confirm Supervisor's Email *

caufiele@stjohns.edu

Please enter your Supervisor's St. John's University email address

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Completing the RED Form in Formstack – Objectives

For tips on how to write the objectives/key responsibilities, click on the arrow labeled **Beginning of Performance Cycle**.

Write down the objectives (one objective per box) that reflects the major work performed during the reporting cycle. **Note:** You should have between 3-5 major objectives.

Employee's Objectives/Key Responsibilities - 60% overall weighting

Please enter the Objectives/Key Responsibilities set by you and your supervisor at the beginning of the performance cycle.

Click the relevant icon below for tips on how to complete this section:

BEGINNING OF PERFORMANCE CYCLE

RATING DESCRIPTIONS

#1 Objective/Key Responsibility *

Design and Deliver Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving an overall evaluation of 90% very good/excellent.

4736/5000

#1 Objective/Key Responsibility Weighting (%) *

50

Enter a number from 0 - 100 | Leave field blank otherwise

#2 Objective/Key Responsibility *

Training Administration - Weekly, download the online Canvas completion results for the mandatory training programs (discrimination, Active Shooter Preparedness, Emergency Readiness, Title IX) and the SANS Cybersecurity training and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs bi-monthly.

4630/5000

#2 Objective/Key Responsibility Weighting (%) *

15

Enter a number from 0 - 100 | Leave field blank otherwise

#3 Objective/Key Responsibility *

Diversity, Equity & Inclusion - Conduct monthly discussion sessions for the Equity & Inclusion cohort members pursuing the Equity & Inclusion Certificate during the fall and spring semesters. Identify. Identify sources for inclusion in an anti-racism curriculum.

4734/5000

#3 Objective/Key Responsibility Weighting (%) *

15

Enter a number from 0 - 100 | Leave field blank otherwise

#4 Objective/Key Responsibility

Strategic Planning and People Management - Manage the training budge to esnure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FY 2023.

4796/5000

#4 Objective/Key Responsibility Weighting (%)

10

Enter a number from 0 - 100 | Leave field blank otherwise

#5 Objective/Key Responsibility

Custom Training Facilitation - facilitate customized training workshops as requested.

4914/5000

#5 Objective/Key Responsibility Weighting (%)

10

Enter a number from 0 - 100 | Leave field blank otherwise

This year you are asked to provide a weighting that reflects the percentage of time you feel you devoted to each objective during the past year. The percentages should total 100%.

Weighting must equal 100% *

100

Competency Section of RED

Although you are not asked to rate yourself on the competencies, you should view the list of competencies to address when writing your self-assessment. You can find the list of competencies on the HR Services webpage in the RED Section. Your supervisor will add the ratings for the competencies.

1. Provide Timely and Excellent Service:

2. Diversity and Inclusivity:

Demonstrates the ability to communicate across differences to create a collaborative, collegial, and caring community. Actively seeks and considers perspectives and experiences from people different from oneself.

3. Shared Ownership/Accountability:

Understands and takes responsibility for individual role in achieving department/university-wide objectives.

4. Adapting to Change:

Demonstrates resiliency. Maintains effectiveness when faced with changes in direction, priorities, schedules, and responsibilities.

5. Collegiality and Teamwork:

Works collaboratively and respectfully within and across departments.

6. Communication:

Communicates clearly, concisely, and respectfully in all interactions.

7. Quality of Work:

Provides accurate complete products and services

8. People Management:

Communicates with employees to set expectations, mentor, coach, support. Sets direction and leads team.

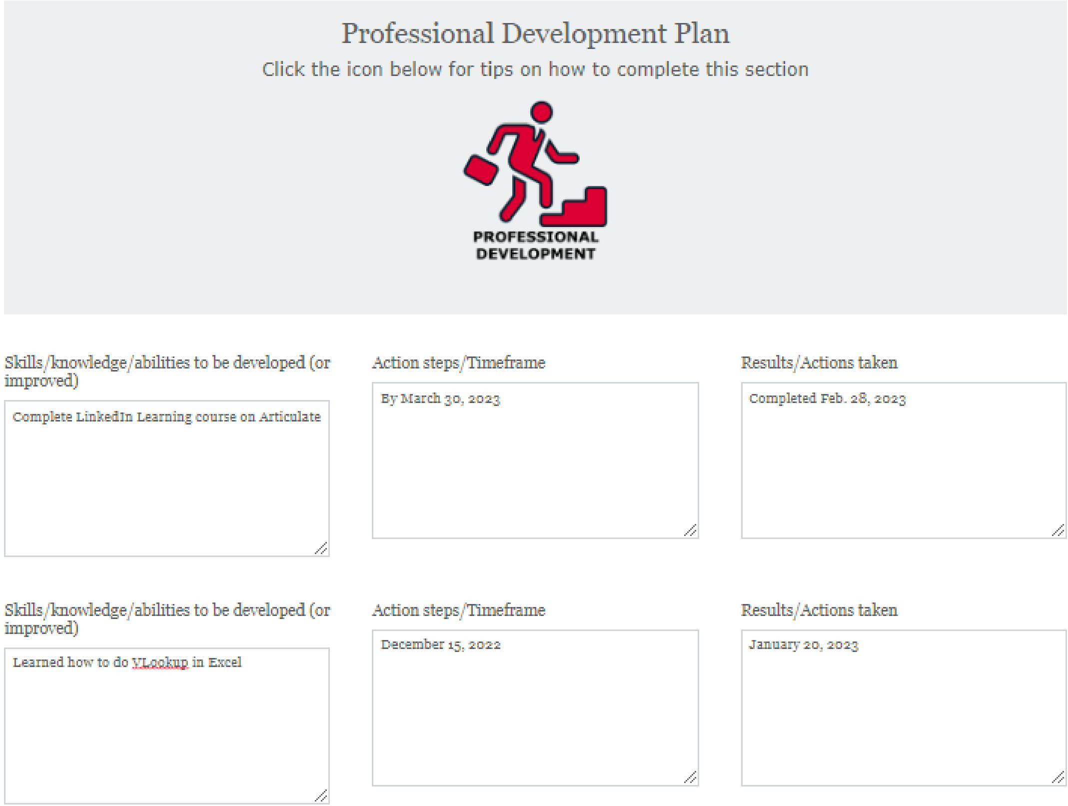
9. Planning and Strategic Vision:

Develops plans to support business unit objectives

Note: Competencies #8 & 9 are for administrators who supervise non-supervisory administrators and staff.

Professional Development Plan

On the RED Form, there is space to enter the steps you have taken to enhance skills/knowledge and abilities during the past year. Identify the skill, the action to be taken and the results i.e., if the action was completed during the past year. **Provide this information to your supervisor so they can enter this information on your RED Form.** **Note:** Also, think of additional development opportunities to add to the RED Form for the next year.


Professional Development Plan

Click the icon below for tips on how to complete this section

Skills/knowledge/abilities to be developed (or improved)	Action steps/Timeframe	Results/Actions taken
Complete LinkedIn Learning course on Articulate	By March 30, 2023	Completed Feb. 28, 2023

Skills/knowledge/abilities to be developed (or improved)	Action steps/Timeframe	Results/Actions taken
Learned how to do VLookup in Excel	December 15, 2022	January 20, 2023

Completing the RED Form in Formstack – Self-Assessment

For tips on how to write the self-assessment, click on the arrow labeled **End of Performance Cycle**.

In the box labeled **Employee's Self-Assessment**, write how you met each objective. Where possible, provide data to support how well you met the objective. Also, address how well you met each one of St. John's competencies.

Employee's Self-Assessment

For instructions, click on an icon for the relevant stage of the performance cycle below to learn more.

END OF PERFORMANCE CYCLE

Employee's Self-Assessment

Objective #1 – Design and Delivery of Training Programs - From June 1, 2022, to May 31, 2023, a total of xxxxx faculty, adjuncts, administrators, staff, per diems and students received training in the programs sponsored by Human Resources. Of the xxxxx trained, xxxx completed the training in Canvas, xxx completed the online Information Technology training, and the remaining were trained through a combination of in-person and webinar attendance. Slightly more people attended the programs via the webinar format, supporting the need to continue to offer training via webinar. During the past fiscal year, a new training program, xxxxx, was developed in anticipation of the University roll out of the program. For those programs facilitated by the Associate Director of Training and Development, the 90% very good/excellent rating was maintained.

As part of the delivery of the training programs, I respond daily to email and phone inquiries from learners regarding Canvas, I troubleshoot issues with Canvas when they arise, and respond to inquiries regarding the completion status of learners' mandatory training requirements.

Competencies

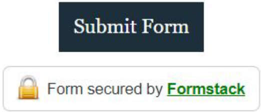
Communication – models a direct, open, respectful communication style both in and outside the classroom. Communicates directly with colleagues and clients to achieve the goals of the department. Is willing to ask questions when needed to move the work projects forward, is not afraid to offer an opinion or to speak up when further information is needed. Communicates the priorities of the department to both the T&D assistant and the student workers. Uses email communications effectively to achieve the work of the department.

Quality of Work – looks to submit a quality work product at all times. Is very mindful of the work the department produces and works hard to ensure that all work products are professional, timely and error free.

Important: Prepare and save your self-assessment in a Word document <u>before</u> copying and pasting into the Formstack RED Form.

Submitting the RED Form to the Supervisor

If you are finished with the self-assessment, click on **Submit Form** to submit the self-assessment to your supervisor.



You will receive confirmation that the form was submitted successfully.

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Email Notification that RED Was Sent to Supervisor

Upon submission of your RED form to your supervisor, you will receive an email from the Office of Human Resources acknowledging completion of your form and informing you that your supervisor has the action to complete their section of the RED Form.

Recognize Excellence and Development Employee Self Assessment for Complete - 6

OO Office of Human Resources via Formstack <formstack@stjohns.edu>

To Eileen Caufield

Reply | Reply All | Forward | ...

Tue 5/2/2023 4:31 P

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Workflow ID: 6 | Date Completed: May 2, 2023 4:30 PM

Hello Eileen, thank you for submitting your Recognize Excellence and Development (RED) Employee Self-Assessment! Below you'll find a copy of your submission for your records. Your supervisor Lisa will also receive a copy as well! Thank you so much for doing your part over the last year! Your supervisor will look over your objectives and your self-assessment and complete their portion of the review. Upon completion of their part, both you and your supervisor will receive a PDF copy of your Recognize Excellence and Development (RED) form. At that point, you and your supervisor should schedule a one-on-one meeting to discuss your evaluation.

Objective/Key Responsibility #1* at a weight of 50:

Design and Deliver Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving an overall evaluation of 90% very good/excellent.

Objective/Key Responsibility #2* at a weight of 15:

Training Administration - Weekly, download the online Canvas completion results for the mandatory training programs (discrimination, Active Shooter Preparedness, Emergency Readiness, Title IX) and the SANS Cybersecurity training and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs bi-monthly.

Objective/Key Responsibility #3* at a weight of 15:

Training Administration - Weekly, download the online Canvas completion results for the mandatory training programs (discrimination, Active Shooter Preparedness, Emergency Readiness, Title IX) and the SANS Cybersecurity training and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs bi-monthly.

Objective/Key Responsibility #4 at a weight of 10:

Strategic Planning and People Management - Manage the training budge to esnure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FY 2023.

Objective/Key Responsibility #5 at a weight of 10:

Custom Training Facilitation - facilitate customized training workshops as requested.

Employee's Self-Assessment:

Objective #1 – Design and Delivery of Training Programs - From June 1, 2022, to May 31, 2023, a total of xxxxx faculty, adjuncts, administrators, staff, per diems and students received training in the programs sponsored by Human Resources. Of the xxxxx trained, xxxx completed the training in Canvas, xxx completed the online Information Technology training, and the remaining were trained through a combination of in-person and webinar attendance. Slightly more people attended the programs via the webinar format, supporting the need to continue to offer training via webinar. During the past fiscal year, a new training progra xxxxx, was developed in anticipation of the University roll out of the program. For those programs facilitated by the Associate Director of Training and Development, the 90% very good/excellent rating was maintained.

As part of the delivery of the training programs, I respond daily to email and phone inquiries from learners regarding Canvas, I troubleshoot issues with Canvas when they arise, and respond to inquiries regarding th completion status of learners' mandatory training requirements.

Objective #2 - Training Record Administration
With the move to more online training, there has been an increase in the amount of time devoted to training record administration. As stated in objective #1, the training administration in support of the delivery o the training programs has doubled in work due to the dual structure (in-person and webinar formats) that we have adopted.

Sincerely,

St. John's University Human Resources

718-990-1865

Email notifying employee that supervisor submitted RED

After your supervisor completes the ratings and supervisor's summary and submits the form, Formstack sends you and your supervisor an email that the Supervisor submitted their ratings and narrative to you, their employee, and **transmits a sample copy of the RED Form in PDF Format.**

RED Form Sample Complete! - Eileen Caufield | Submission ID: 1097364877

Office of Human Resources via Formstack <hr_formstack@stjohns.edu>
To Eileen Caufield
Cc Lisa Goldrick; hr_formstack@stjohns.edu

Reply | Reply All | Forward

Wed 5/3/2023 2:25 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[redacted]_PFP_2023.pdf
352 KB

* External Email *

Submission ID: 1097364877 | Date Completed | May 3, 2023 2:25 PM

Hello Eileen Caufield and Lisa Goldrick. Attached you will both find a sample copy of the completed Recognize Excellence and Development (RED) form. At this point, you should both schedule a one-on-one meeting to go over the finalized form.

Once you have completed your one-on-one meeting and Lisa has signed the document, Eileen Caufield will be assigned a step and will need to sign their Recognize Excellence and Development (RED) form in Formstack. Once signature is complete, a signed unwatermarked document will be sent to both Eileen and Lisa. Failure to sign your agreed upon RED Form will result in the RED process not being complete.

Sincerely,

St. John's University Human Resources

718-990-1865

If you experienced any issues with this form or with the following PDF, please open a ticket with [Information Technology]

Sample Copy of RED after Supervisor submits RED Narrative

The sample copy has the **SAMPLE** watermark on the form.

Supervisors are required to schedule a meeting with their direct reports to discuss the RED Form.

Recognize Excellence and Development (RED)

Revised 4/4/2023

Employee's Name: Eileen Caufield
Title: Associate Director, Training & Development
Email: caufiele@stjohns.edu
XNumber: [redacted]

Supervisor's Name: Lisa Goldrick
Title: Director
Email: goldricl@stjohns.edu
XNumber: [redacted]

School or Department: Human Resources Training & Development
Periodic Check In Date:
Final Assessment Date: 05/31/2023

Objectives/Key Responsibilities – 60% overall weighting

Objectives	Rating/Weight
#1 Objective/Key Responsibility: Design and Deliver Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving an overall evaluation of 90% very good/excellent.	EP Weighting: 50%
#2 Objective/Key Responsibility: Training Administration - Weekly, download the online Canvas completion results for the mandatory training programs (discrimination, Active Shooter Preparedness, Emergency Readiness, Title IX) and the SANS Cybersecurity training and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs bi-monthly.	EP Weighting 15%
#3 Objective/Key Responsibility: Diversity, Equity & Inclusion - Conduct monthly discussion sessions for the Equity & Inclusion cohort members pursuing the Equity & Inclusion Certificate during the fall and spring semesters. Identify. Identify sources for inclusion in an anti-racism curriculum.	PW+ Weighting 15%
#4 Objective/Key Responsibility: Strategic Planning and People Management - Manage the training budge to esnure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FY 2023.	EP Weighting 10%
#5 Objective/Key Responsibility: Custom Training Facilitation - facilitate customized training workshops as requested.	PW+ Weighting 10%
	100%

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

Competencies – 40% overall weighting

Competencies	Rating
1. **Provide Timely and Excellent Service:**	EP
2. **Diversity and Inclusivity:**	EP
3. **Shared Ownership/Accountability:**	EP
4. **Adapting to Change:**	EP
5. **Collegiality and Teamwork:**	EP
6. **Communication:**	EP
7. **Quality of Work:**	EP

SUPERVISOR'S ONLY

8. **People Management:**	
9. **Planning and Strategic Vision:**	

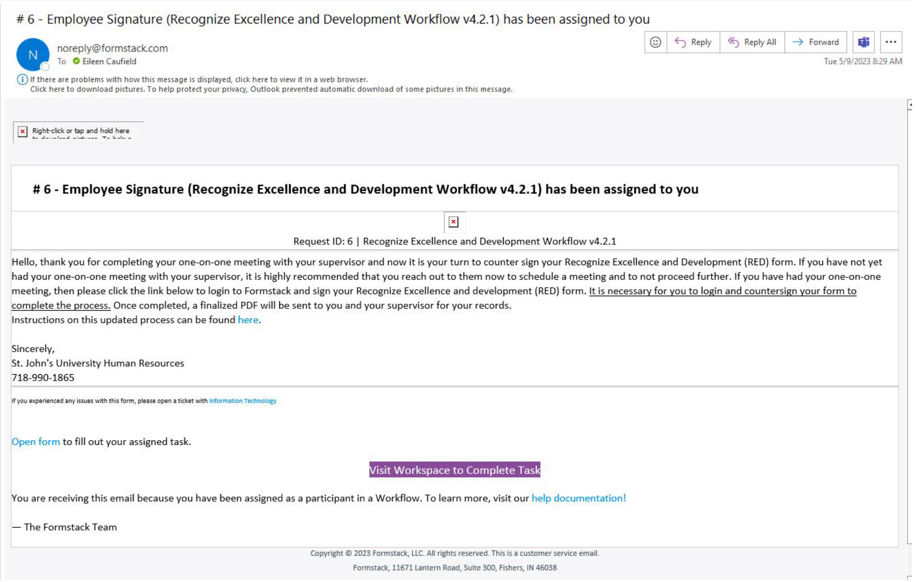
OVERALL YEAR-END RATING: COMPETENCIES /ST. JOHN'S MISSION AND VALUES AT WORK EP

1 | Page

1097364877[redacted]

After Review Meeting has been held – Employee Signature Required

After the one-on-one meeting is held, supervisor signs the employee's RED Form, and the employee receives a workflow assignment requesting their signature on the RED.


6 - Employee Signature (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

noreply@formstack.com
To Eileen Caufield
Reply | Reply All | Forward
Tue 5/9/2023 8:29 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here

 # 6 - Employee Signature (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

Request ID: 6 | Recognize Excellence and Development Workflow v4.2.1

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.

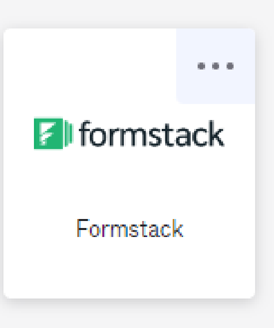
Visit Workspace to Complete Task

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

The employee needs to access the **Formstack Workspace** by clicking **on Visit Workspace to Complete Task** to sign the employee's RED Form.

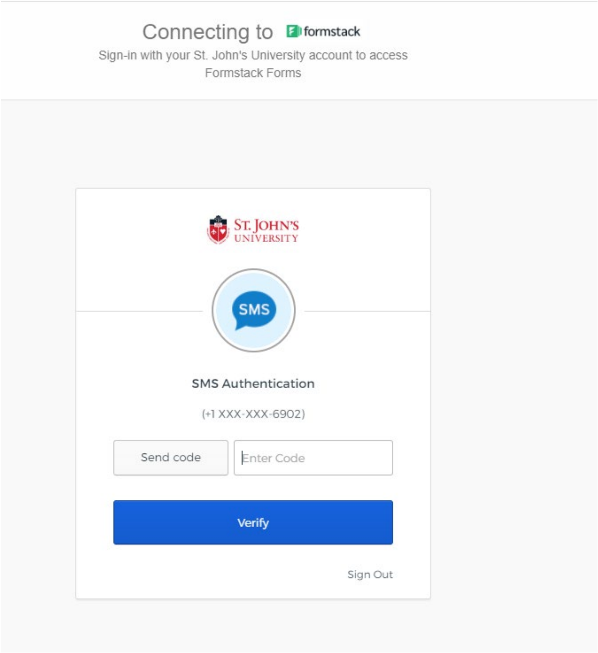
Or, you can access the **Workspace** by clicking on the **Formstack** tile from the dashboard.



Logging into Formstack to Sign the RED Form

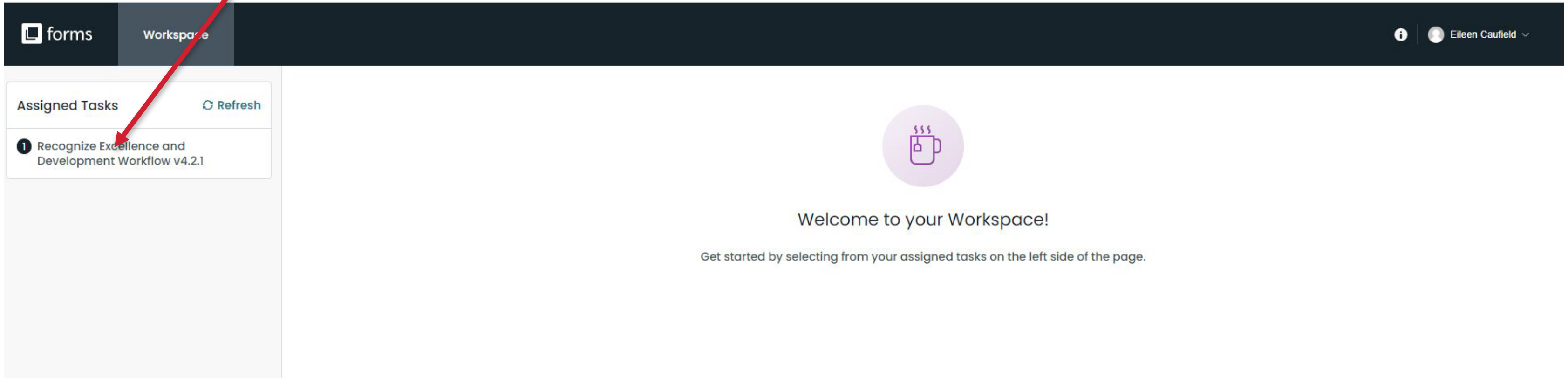
You may be asked to provide a two-factor authentication code in order to access the Formstack Workspace.

Click on **Send code**, **enter the code** and click on **Verify**.



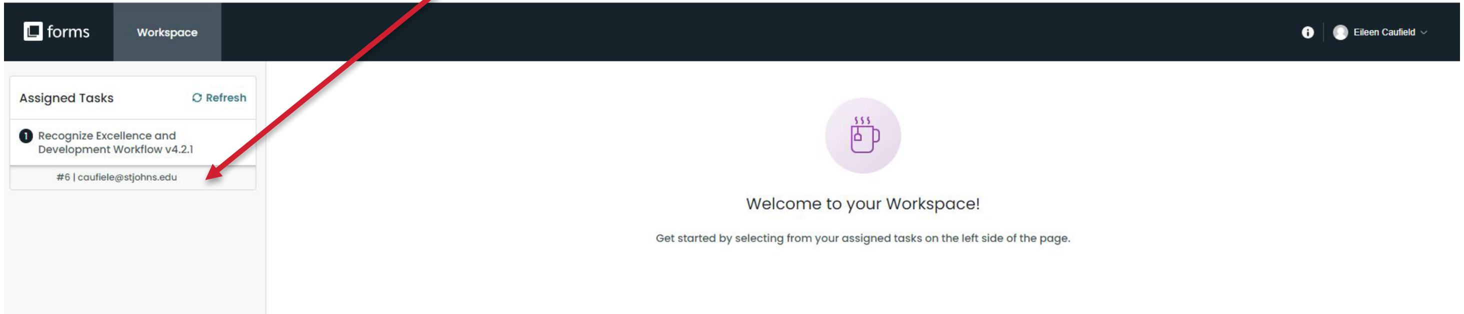
Logging into Formstack to Sign RED Form

Click on **Recognize Excellence and Development Workflow v4.2.1** from the Formstack Workspace.



Logging into Formstack to Sign RED Form

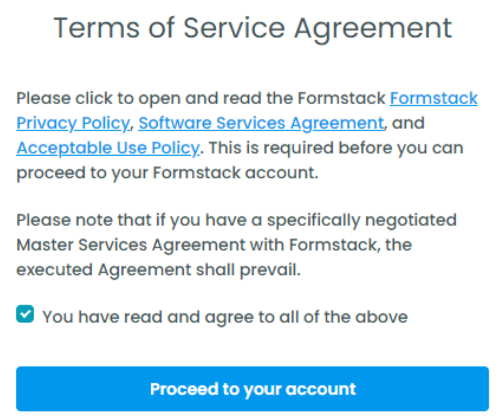
Click on the Workflow # and email address that corresponds to your RED Form.



Logging into Formstack to Sign RED Form

Before you can access the RED Form, you may be asked to accept Formstack's Terms of Service.

1. Check the box that states, "You have read and agree to all of the above."
2. Click on **Proceed to your account**



Logging into Formstack to Sign RED Form

While on the screen that displays your RED Form, click on **Open Form** to open-up the RED Form.

Notice the workflow is identifying the step as the employee signature.

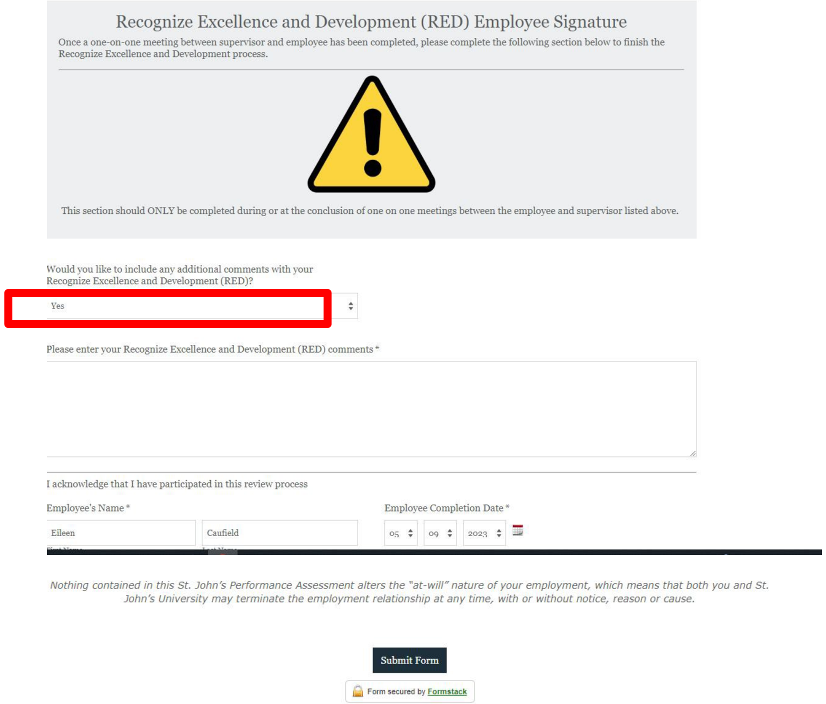
Logging into Formstack to Sign RED Form

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 an additional explanation in response to supervisor's comments.

If you wish to add comments,

1. Select **Yes** in response to the question that asks for additional comments
2. Enter comments in the text box
3. Enter **First Name**, **Last Name**, **Date of Employee Completion (Signature)**
4. 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 *

I acknowledge that I have participated in this review process

Employee's Name * | Employee Completion Date *

Eileen | Caufield | 05 | 09 | 2023

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.

Submit Form

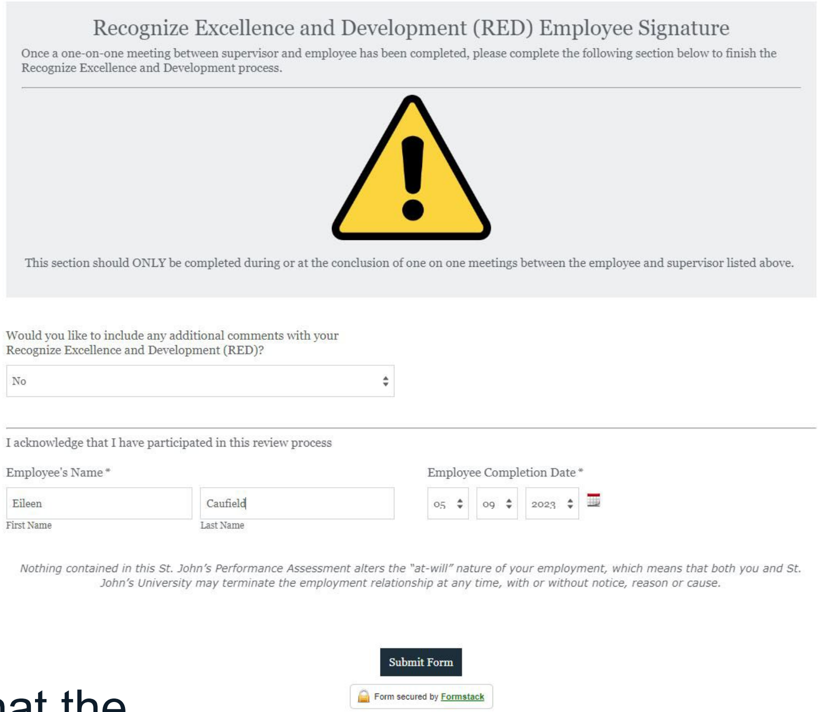
Form secured by Formstack

Result: You will receive confirmation that the form was submitted.

Logging into Formstack to Sign RED Form

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,

1. Enter **First Name**, **Last Name**, and **Date** when you complete the form.
2. 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

I acknowledge that I have participated in this review process

Employee's Name *

Eileen

First Name

Caufield

Last Name

Employee Completion Date *

05 09 2023

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.

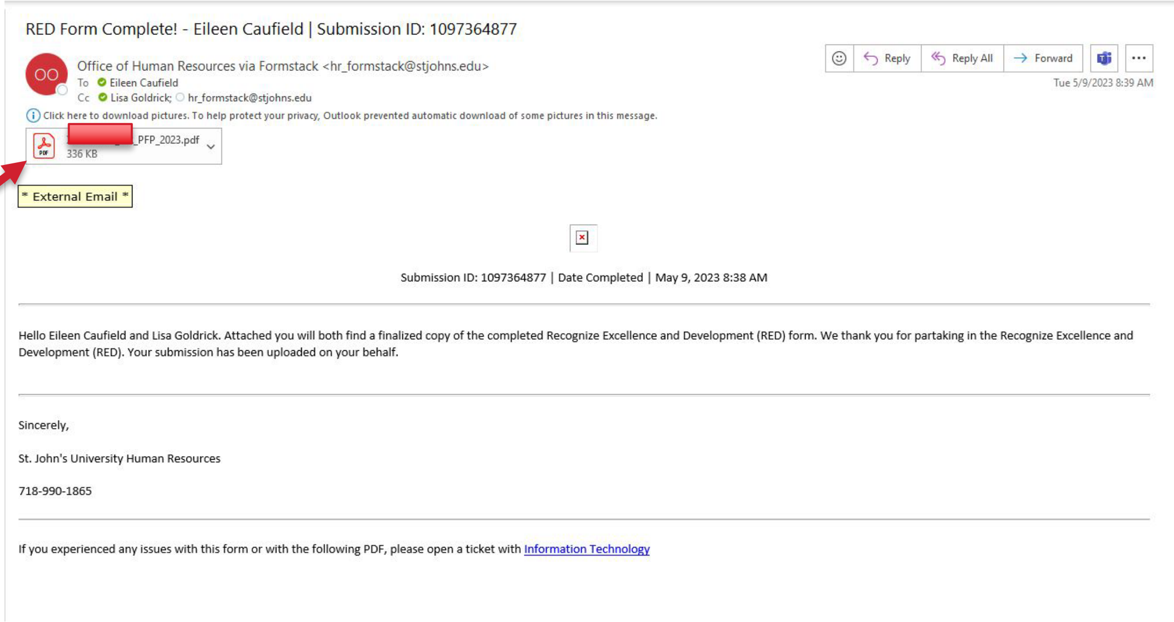
Submit Form

Form secured by Formstack

Result: You will receive confirmation that the form was submitted.

Email Received Transmitting Final Copy of RED

After you sign and submit the RED Form, Formstack sends to both the supervisor and you, the employee, an email notifying you that the process has been completed and Formstack transmits a final copy of the RED to both you and your supervisor.   We recommend that you download a copy of the PDF RED Form and maintain it for your records.


RED Form Complete! - Eileen Caufield | Submission ID: 1097364877

Office of Human Resources via Formstack <hr_formstack@stjohns.edu>

To Eileen Caufield

Cc Lisa Goldrick; hr_formstack@stjohns.edu

Reply | Reply All | Forward

Tue 5/9/2023 8:39 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[redacted]_PFP_2023.pdf
336 KB

* External Email *

Submission ID: 1097364877 | Date Completed | May 9, 2023 8:38 AM

Hello Eileen Caufield and Lisa Goldrick. Attached you will both find a finalized copy of the completed Recognize Excellence and Development (RED) form. We thank you for partaking in the Recognize Excellence and Development (RED). Your submission has been uploaded on your behalf.

Sincerely,

St. John's University Human Resources

718-990-1865

If you experienced any issues with this form or with the following PDF, please open a ticket with Information Technology

Email Received Transmitting Final Copy of RED

Formstack sends to both the supervisor and the employee a final copy of the RED. Copies are also sent to Human Resources and uploaded to Banner Xtender.

Recognize Excellence and Development (RED)

Revised 8/4/2022

Employee's Name: Eileen Caufield
Title: Associate Director, Training & Development
Email: caufiele@stjohns.edu
XNumbe[redacted]

Supervisor's Name: [redacted]
Title: Associate Vice President for Human Resources
Email: wongk1@stjohns.edu
XNumber: [redacted]

School or Department: Human Resources
Periodic Check In Date:

Final Assessment Date: 09/20/2022

Objectives/Key Responsibilities – 60% overall weighting

Objectives	Rating/Weight
#1 Objective/Key Responsibility: Design and Delivery of Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving overall evaluation ratings of 90% very good/excellent.	EP Weighting: 50%
#2 Objective/Key Responsibility: Training Administration - On a weekly basis, download the online Canvas completion results for the mandatory training programs (annual discrimination for adjuncts, affiliates, full-time faculty and GAs and student workers; Active Shooter for all adjuncts, Emergency Readiness for adjuncts and full-time faculty; Title IX for adjuncts); and the SANS training of Core Security Training, Recertification Training and PII Training on behalf of Information Technology and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs.	EP Weighting 15%
#3 Objective/Key Responsibility: Strategic Planning and People Management - Manage the training budge to ensure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FT 2023.	EP Weighting 10%
#4 Objective/Key Responsibility: Diversity, Equity & Inclusion - participate in the Academic Center For Equity & Inclusion's Inclusive Teaching Institute; conduct monthly discussion sessions for the Equity & Inclusion Cohort members pursuing the Equity & Inclusion Certificate during the winter and spring of 2022.	EP Weighting 15%
#5 Objective/Key Responsibility: Custom Training Facilitation - facilitate customized training workshops as requested.	EP Weighting 10%
	100%

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

EP

Competencies – 40% overall weighting

Competencies	Rating
1. Provide Timely and Excellent Service:	EP
2. Diversity and Inclusivity:	EP
3. Shared Ownership/Accountability:	EP
4. Adapting to Change:	EP
5. Collegiality and Teamwork:	EP
6. Communication:	EP
7. Quality of Work:	EP

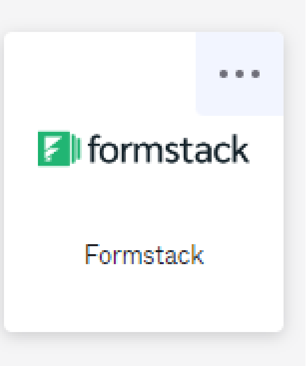
SUPERVISOR'S ONLY

8. People Management:	EP
9. Planning and Strategic Vision:	PW+

1 | Page

1007151886 | [redacted]

Accessing a Direct Reports’ RED Form



Accessing Employee's RED Form via HR Email: Option #1 Click *Here*

When a direct report submits a completed self-assessment, you will receive an email from the Office of Human Resources informing you that a RED Form has been submitted. You can click on the word **here** in the email to login into your Formstack account.

Important: Note the **Workflow ID#** that appears in the email (#6 in the illustration). You will need to select this number in the Formstack Workspace to open-up the employee's RED Form. New this year, the employee's email address will appear next to the Workflow # but not the employee's name.

From: Office of Human Resources via Formstack <formstack@stjohns.edu>
Sent: Tuesday, May 2, 2023 4:30 PM
To: Lisa Goldrick <goldricl@stjohns.edu>
Subject: Eileen Caufield has completed their Recognize Excellence and Development (RED) Employee Self-Assessment: 6

ST. JOHN'S UNIVERSITY

Workflow ID: 6 | Date Completed: May 2, 2023 4:30 PM

Hello Lisa Goldrick,
Eileen Caufield has completed their Recognize Excellence and Development (RED) Employee Self-Assessment! Below you'll find a copy of their submission for your records. The next phase of the performance evaluation can now begin. Please go to the following link to begin the Supervisor portion of the review. You can access this, and any other Employee's Recognize Excellence and Development Employee Self-Assessment by clicking here, and logging into your Formstack account with SignOn.
Eileen has provided the following Objectives/Key Responsibilities, a weighting for those responsibilities, and a self-evaluation for you to reference during your evaluation. If changes need to be made to objectives submitted by Eileen, please inform them and you can change them in your Formstack Workspace.

Objective/Key Responsibility #1* at a weighting of 50:

Objective/Key Responsibility #2* at a weighting of 15:

Objective/Key Responsibility #3* at a weighting of 15:

Objective/Key Responsibility #4 at a weighting of 10:

Objective/Key Responsibility #5 at a weighting of 10:

Employee's Self-Assessment:

Objective #1 – Design and Delivery of Training Programs - From June 1, 2022, to May 31, 2023, a total of xxxxx faculty, adjuncts, administrators, staff, per diems and students received training in the programs sponsored by Human Resources. Of the xxxxx trained, xxxx completed the training in Canvas, xxx completed the online Information Technology training, and the remaining were trained through a combination of in-person and webinar attendance. Slightly more people attended the programs via the webinar format, supporting the need to continue to offer training via webinar. During the past fiscal year, a new training program, xxxxx, was developed in anticipation of the University roll out of the program. For those programs facilitated by the Associate Director of Training and Development, the 90% very good/excellent rating was maintained.

As part of the delivery of the training programs, I respond daily to email and phone inquiries from learners regarding Canvas, I troubleshoot issues with Canvas when they arise, and respond to inquiries regarding the completion status of learners' mandatory training requirements.

Objective #2 - Training Record Administration
With the move to more online training, there has been an increase in the amount of time devoted to training record administration. As stated in objective #1, the training administration in support of the delivery of the training programs has doubled in work due to the dual structure (in-person and webinar formats) that we have adopted.

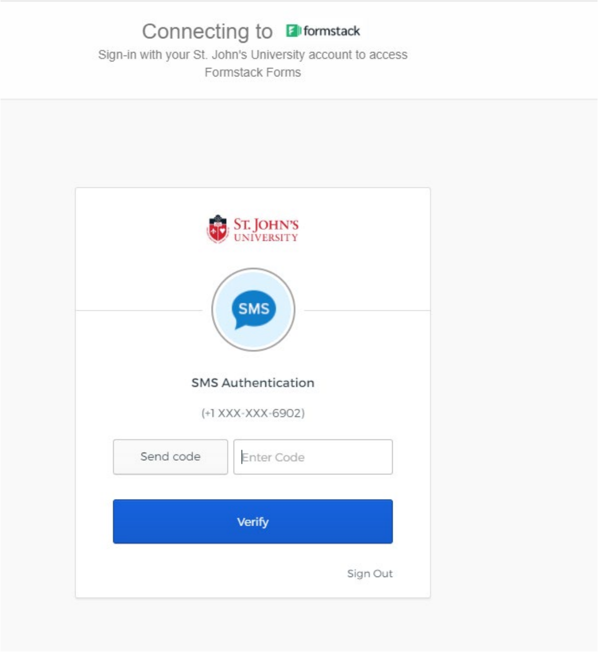
Sincerely,
St. John's University Human Resources
718-990-1865

If you experienced any issues with this form, please open a ticket with Information Technology

Logging into Formstack to Sign the RED Form

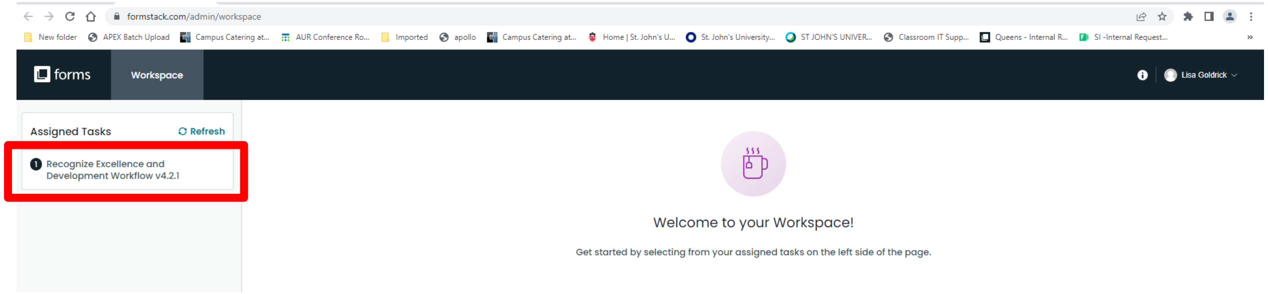
You may be asked to provide a two-factor authentication code in order to access the Formstack Workspace.

Click on **Send code**, **enter the code** and click on **Verify**.



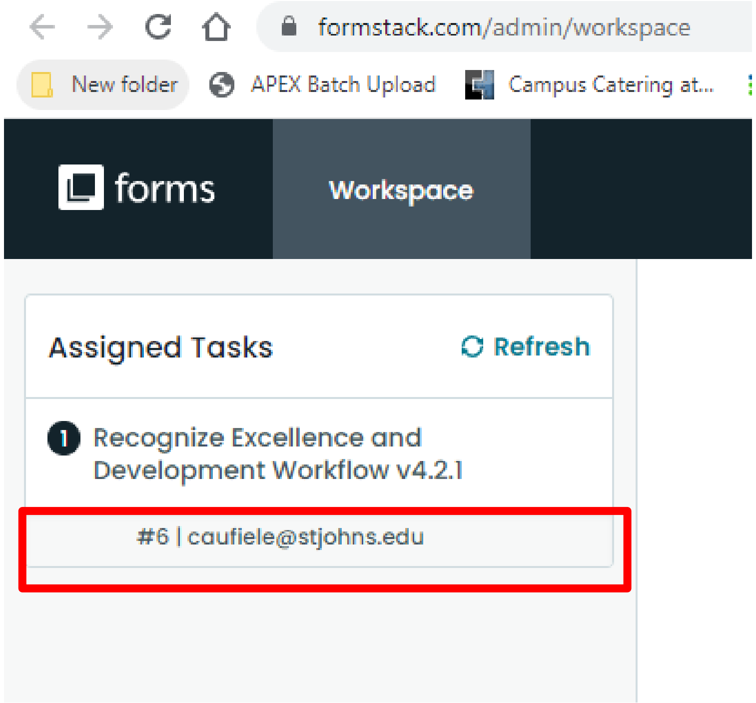
Accessing Employee's RED Form via HR Email: Option #1 Click *Here*

Click on **Recognize Excellence and Development Workflow v4.2.1** from the Formstack Workspace.

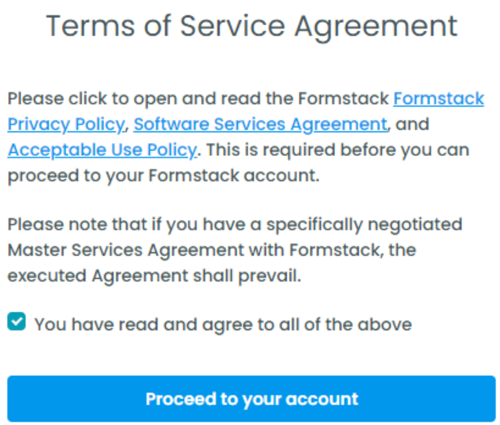


Accessing Employee's RED Form via HR Email: Option #1 Click *Here*

Click on the **# of the assessment** associated with the direct report that completed the RED Form. **Note:** Click on **#6** since that is the number of the workflow that was contained in the email from HR. This year, the employee's email address is associated with the workflow #.



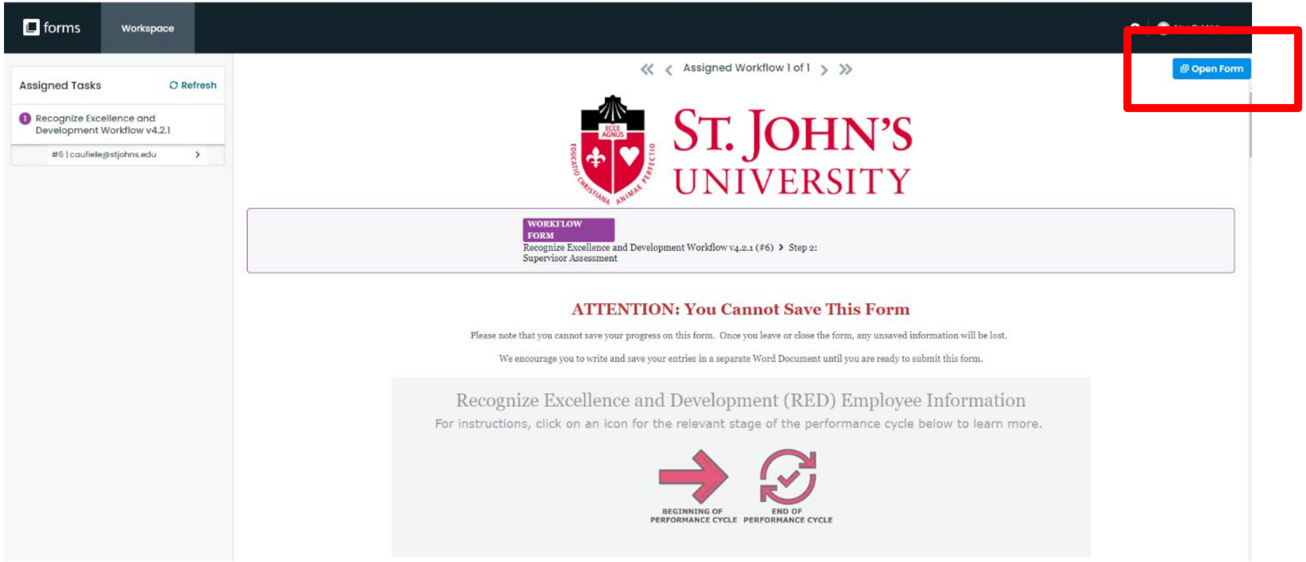
Accessing Employee’s RED Form via HR Email: Option #1 Click *Here*



Before you can access the employee’s RED Form, you may be asked to accept Formstack’s **Terms of Service**.

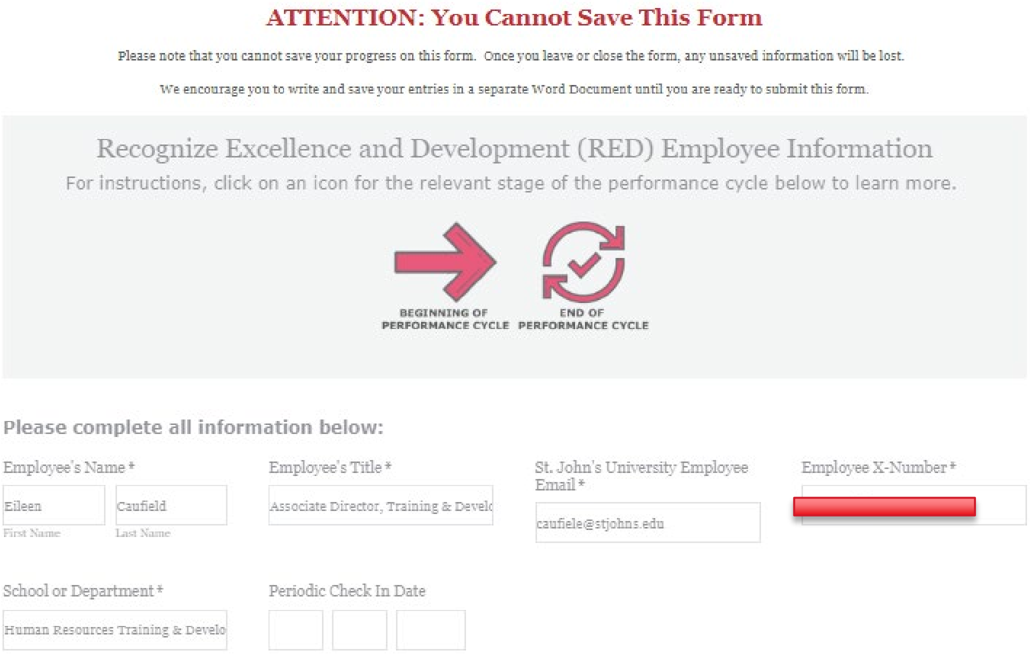
1. Check the box that states, “You have read and agree to all of the above.”
2. Click on **Proceed to your account.**

The RED Form for the direct report is displayed on the screen. Click on **Open Form** (upper right of the screen).



Accessing Employee's RED Form via HR Email: Option #1 Click *Here*

View the direct report's RED Form and scroll through the form to add your ratings and narrative. **Note**: The employee portion of the RED Form will appear grayed out. **You cannot edit what the employee entered.**


ATTENTION: You Cannot Save This Form

Please note that you cannot save your progress on this form. Once you leave or close the form, any unsaved information will be lost.

We encourage you to write and save your entries in a separate Word Document until you are ready to submit this form.

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 *

Eileen (First Name) Caufield (Last Name)

Employee's Title *

Associate Director, Training & Develc

St. John's University Employee Email *

caufiele@stjohns.edu

Employee X-Number *

School or Department *

Human Resources Training & Develo

Periodic Check In Date

Accessing Employee's RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

When a direct report submits a completed self-assessment, you will receive an email from Formstack notifying you that a RED Form has been assigned to you. However, **in the email from Formstack, the name of the direct report does not appear**. You can open the RED Form one of two ways: (1) Click on **Open Form** or (2) Click on **Visit Workspace to Complete Task**. The instructions on the following slides are for **Visit Workspace to Complete Task**, which is an easier way to access the form than the Open Form option.

From: noreply@formstack.com <noreply@formstack.com>
Sent: Tuesday, May 2, 2023 4:30 PM
To: Lisa Goldrick <goldricl@stjohns.edu>
Subject: # 6 - Supervisor Assessment (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

formstack

 # 6 - upervisor Assessment (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

ST. JOHN'S UNIVERSITY

Request ID: 6 | Recognize Excellence and Development Workflow v4.2.1

Hello, you have been assigned the supervisor portion of a Recognize Excellence and Development (RED) form. Please use the button below to login to Formstack Workspace and complete the supervisor portion of this Recognize Excellence and Development (RED) form.
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

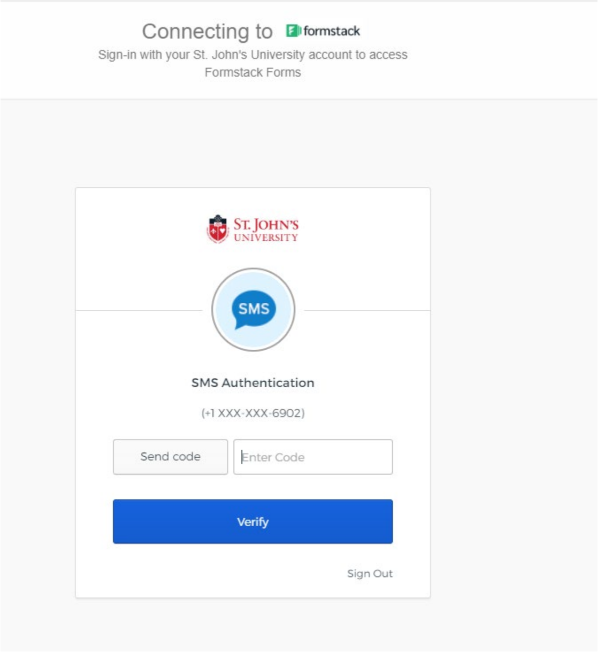
Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

Note: #6 in the red box indicates the number Formstack assigned to the direct report who completed the form. This number corresponds to the number of the assessment that has been assigned to you.

Logging into Formstack to Sign the RED Form

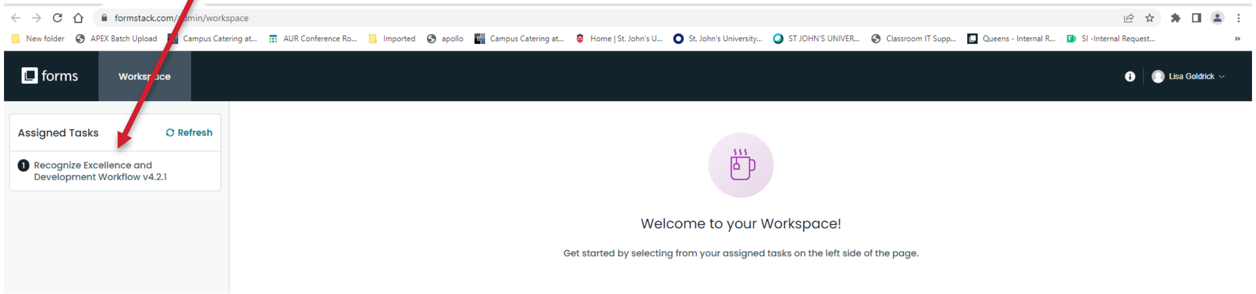
You may be asked to provide a two-factor authentication code in order to access the Formstack Workspace.

Click on **Send code**, **enter the code** and click on **Verify**.



Accessing Employee's RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

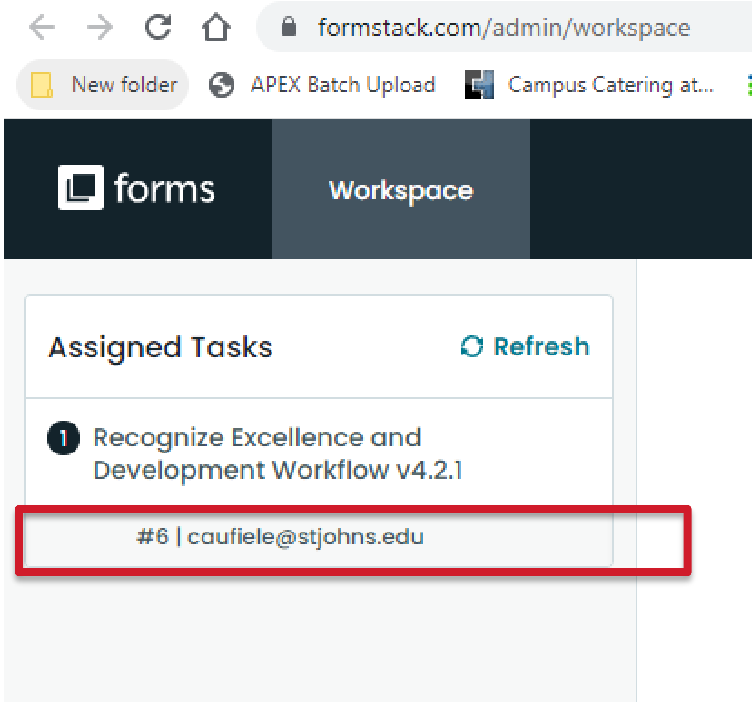
Click on **Recognize Excellence and Development Workflow v4.2.1** from the Formstack Workspace.



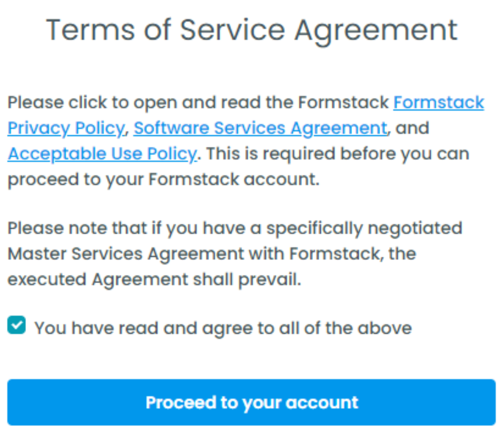
ST. JOHN'S UNIVERSITY

Accessing Employee's RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

Click on the **# of the assessment** associated with the direct report that completed the RED Form. **Note:** Click on **#6** since that is the number of the workflow and request ID# that was contained in the email from Formstack.   **Note:** New this year, the employee's email address appears next to the Workflow # associated with their RED Form.



Accessing Employee's RED Form via HR Email: Option #2



Terms of Service Agreement

Please click to open and read the Formstack Formstack Privacy Policy, Software Services Agreement, and Acceptable Use Policy. This is required before you can proceed to your Formstack account.

Please note that if you have a specifically negotiated Master Services Agreement with Formstack, the executed Agreement shall prevail.

☑ You have read and agree to all of the above

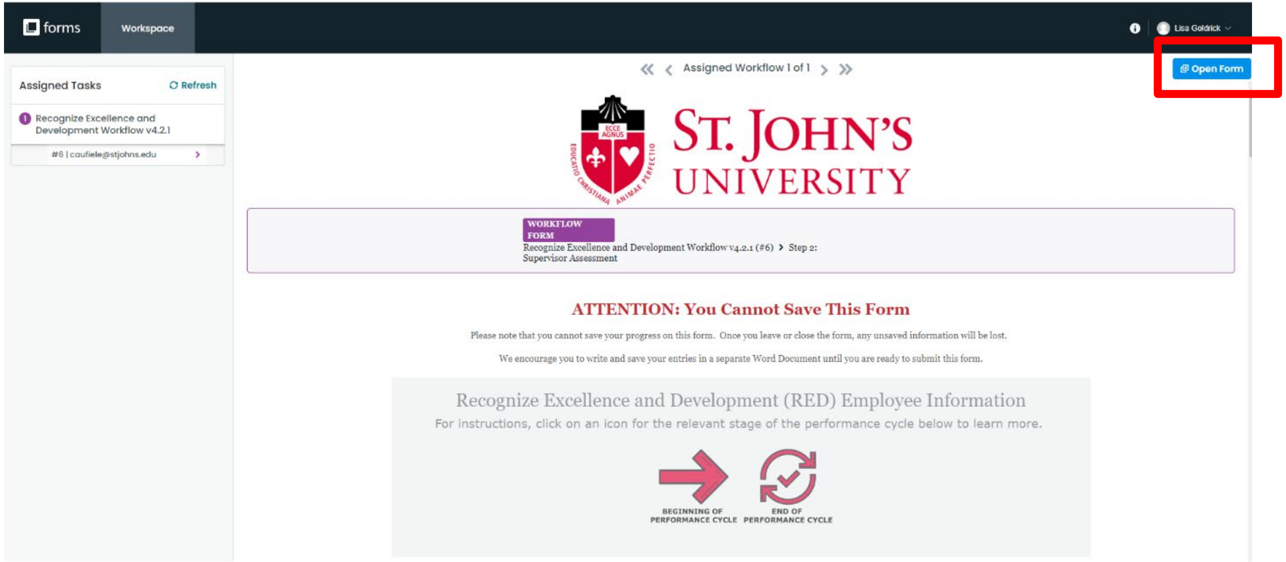
Proceed to your account

Before you can access the employee's RED Form, you may be asked to accept Formstack's **Terms of Service**.

1. Check the box that states, "You have read and agree to all of the above."
2. Click on **Proceed to your account.**

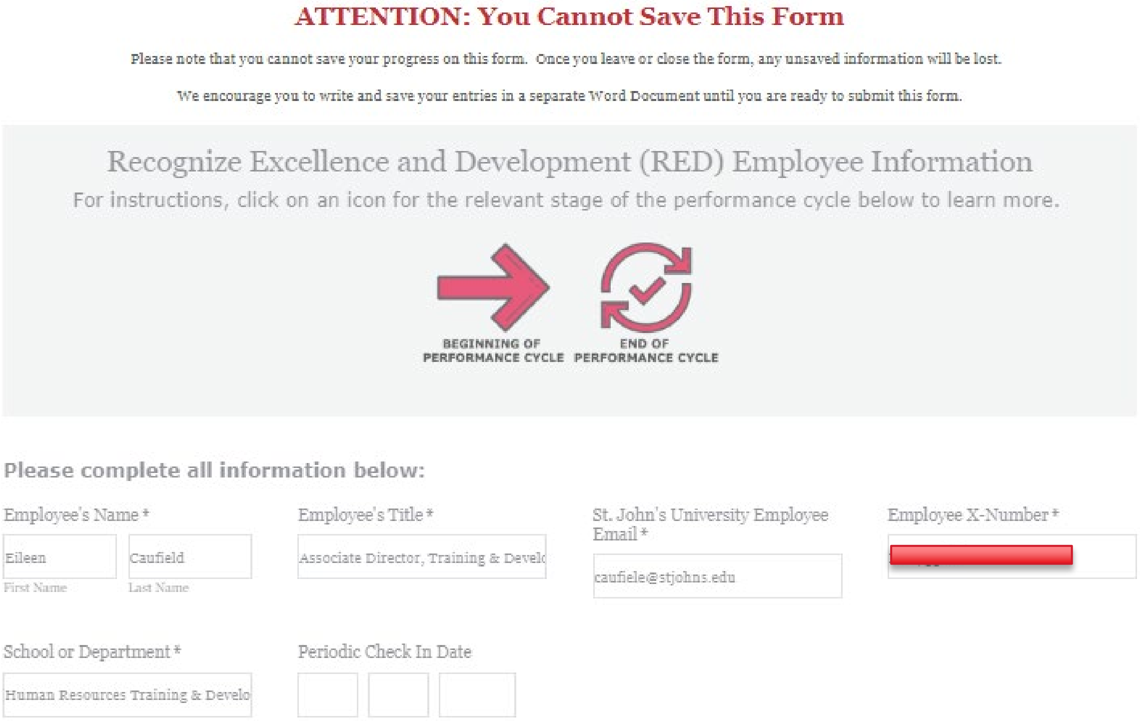
Accessing Employee's RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

The RED Form for the direct report is displayed on the screen. Click on **Open Form** (upper right of the screen).



Accessing Employee's RED Form via HR Email: Option #1 Click *Here*

View the direct report's RED Form and scroll through the form to add your ratings and narrative. **Note**: The employee portion of the RED Form will appear grayed out. **You cannot edit what the employee entered.**



ATTENTION: You Cannot Save This Form

Please note that you cannot save your progress on this form. Once you leave or close the form, any unsaved information will be lost.

We encourage you to write and save your entries in a separate Word Document until you are ready to submit this form.

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 *
Eileen — First Name
Caufield — Last Name

Employee's Title *
Associate Director, Training & Develo

St. John's University Employee Email *
caufiele@stjohns.edu

Employee X-Number *
[redacted]

School or Department *
Human Resources Training & Develo

Periodic Check In Date

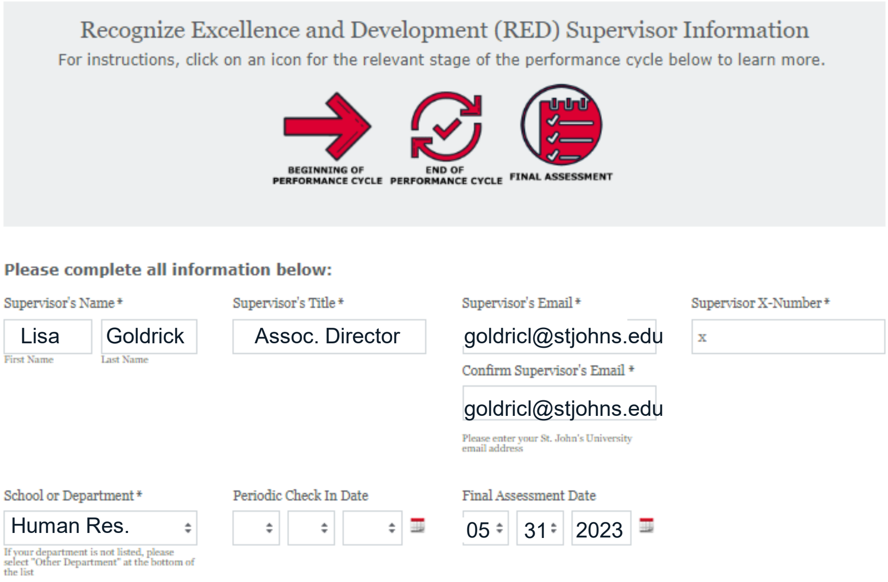
Completing the RED Form for a Direct Report

Adding Supervisor’s Personal Information

On the direct report’s RED Form, you will be asked to enter your personal information, that is, your

- first and last name,
- position title,
- email address (you will be asked to confirm your email address)
- XID number
- department (select from the drop-down menu)
- skip the periodic check-in date
- enter the date of the assessment, for the year-end assessment enter 05/31/yyyy.

Note: If you click on the images for the **Beginning of Performance Cycle**, **End of Performance Cycle** and **Final Assessment**, you will be brought to the instructions for each of those phases.

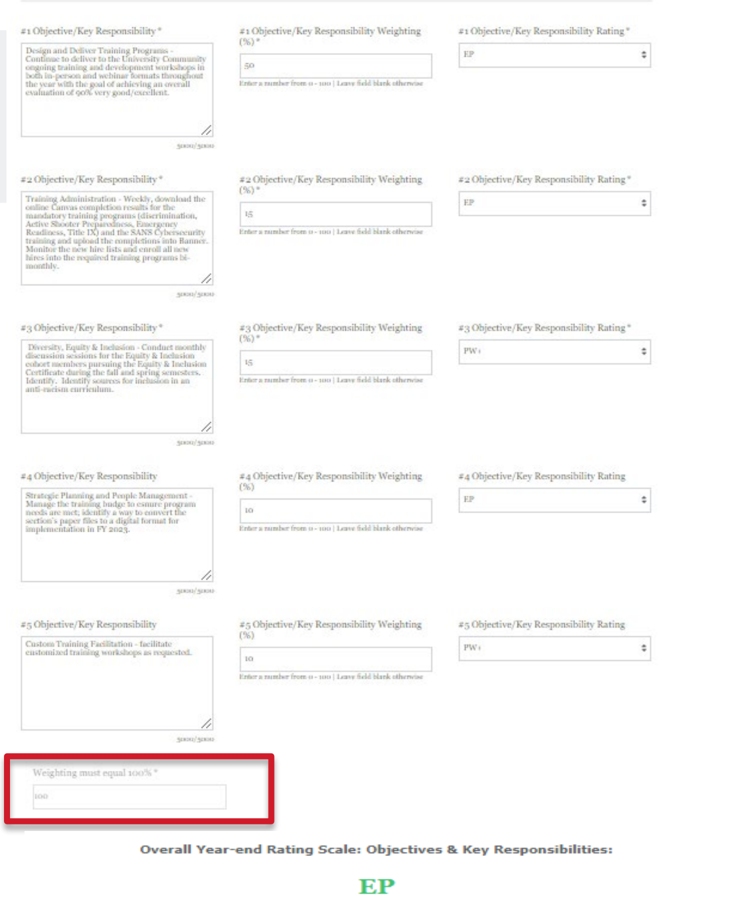


Entering Objectives Weighting & Rating

For each of your direct report's objectives, enter the weighting of the objective and your rating on it. **Note:** The weighting must equal 100%.

Reminder: The system will automatically assign a rating based on the weight of the objective and the rating. In this example a rating of **EP** is assigned.

Note: If you click on the images for the **Beginning of Performance Cycle** and **Rating Descriptions**, you will be brought to the instructions for each of those phases.



Completing the Competency Section

For the competency section, you must identify if the direct report is an employee or supervisor. Why? There are different sets of competencies for employees and supervisors.

Competencies - 40% overall weighting

The Catholic and Vincentian tradition at St. John's University is the foundation and the source of the core values its members strive to embody: truth, love, respect, opportunity, excellence, and service.

The Mission and Values are expressed and integrated into the work at St. John's through the following competencies.

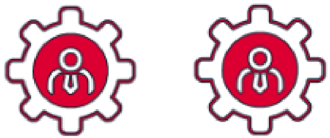
Evaluation is for *

Employee

Please select the role that best describes you at St. John's University

Please rate the Core Competencies listed below.

For examples click the icon below:



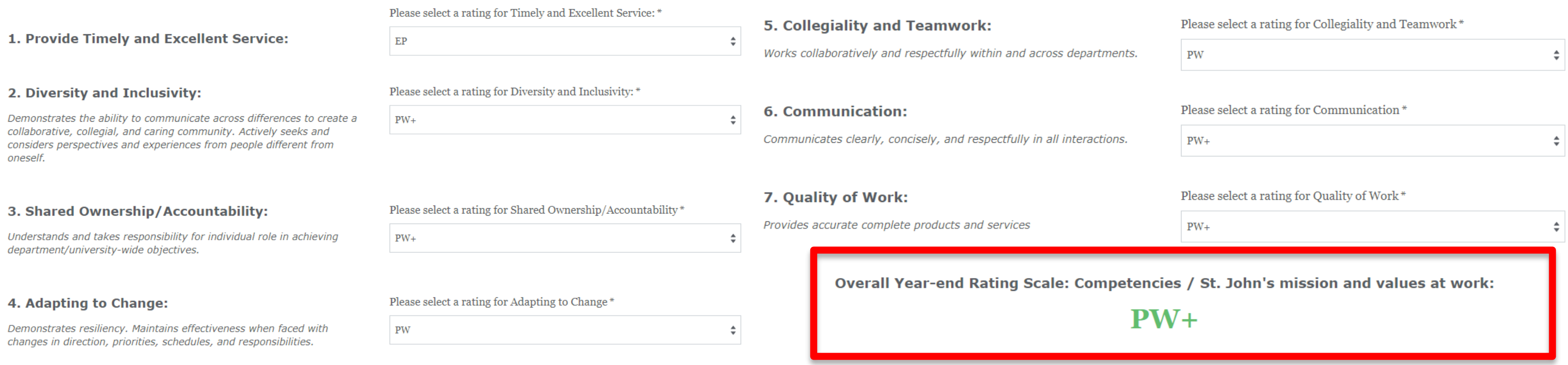
EMPLOYEE COMPETENCIES

SUPERVISOR COMPETENCIES

Note: Click on **Employee Competencies** for a description of each of the competencies.

Completing the Competency Section

Enter the rating for each competency. The system will automatically assign an overall rating for the competency section based on your rating on each competency.



Overall Rating

The **Final Rating** for both the objective and competency sections is automatically calculated by Formstack.

Overall Performance Rating: Year-End Assesment

EP	Exceptional Performance (requires written supporting rationale)
PW+	Performs well in all aspects of the job; exceeds expectations in a few areas (requires written supporting rationale)
PW	Performs well in all aspects of the job
NI	Needs Improvement (requires written supporting rationale)
DNW	Does not meet expectations (requires written supporting rationale)

Comments required for each rating except PW

Final Rating:

PW+

Professional Development Plan

Purpose: To provide employees with an opportunity for professional growth and to assist those who may be struggling with recommendations for ways to develop needed skills and knowledge.

Professional Development Plan

Click the icon below for tips on how to complete this section

Note: Click on the **Professional Development** icon to access a description of the Professional Development Plan and its purpose.

Professional Development Plan

On the direct reports' RED Form, enter if the employee completed their Professional Development Plan. Verify that the employee completed the actions within the time frame identified. Also, think of additional development opportunities to add to the employee's RED Form for the next year.

Professional Development Plan

Click the icon below for tips on how to complete this section

Skills/knowledge/abilities to be developed (or improved)	Action steps/Timeframe	Results/Actions taken
Complete LinkedIn Learning course on Articulate	By March 30, 2023	Completed Feb. 28, 2023
Learned how to do VLookup in Excel	December 15, 2022	January 20, 2023

Note: The employee will provide you with information on the development plan completed.

ST. JOHN'S UNIVERSITY

Supervisor's Summary

Supervisors must provide a narrative for any objective or competency rating <u>other than a PW</u> rating. Supervisors must justify a rating of EP, PW+, NI, DNM. However, it is recommended that supervisors address each objective and competency.

Note: Click on the **Rating Descriptions** for a description of the ratings and behavioral descriptors associated with each rating.

Supervisor's Summary

Objective #1 – Design and Develop training – XXXX effectively designed and delivered several new training programs this past year on xxxxx and yyyyy. Over 100 people were trained in the new programs. XXXX continues to deliver the programs in both the in-person and webinar formats. A total of xxxx number of people completed training.

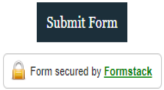
Objective #2 – Training administration. XXXX Met the objective. They continue to effectively manage the training program.

Competencies

Timely and Excellent Service – XXXX excels at meeting deadlines and providing service to all staff members.

Supervisor's Summary

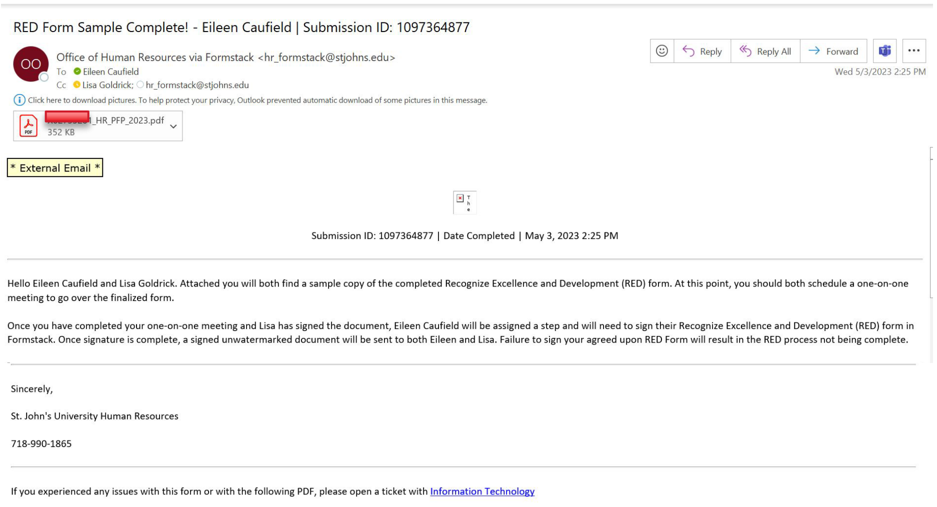
Upon completion of the Supervisor's Summary, click **Submit Form.**



Result: You will receive confirmation that the form was submitted.

Supervisor’s Summary

Formstack sends you and your direct report an email that the Supervisor submitted their ratings and narrative to the employee. Both receive a **sample** copy of the RED Form.



RED Form Sample Complete! - Eileen Caufield | Submission ID: 1097364877

Office of Human Resources via Formstack <hr_formstack@stjohns.edu>
To Eileen Caufield
Cc Lisa Goldrick; hr_formstack@stjohns.edu

Reply Reply All Forward
Wed 5/3/2023 2:25 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[redacted]_HR_PFP_2023.pdf
352 KB

* External Email *

Submission ID: 1097364877 | Date Completed | May 3, 2023 2:25 PM

Hello Eileen Caufield and Lisa Goldrick. Attached you will both find a sample copy of the completed Recognize Excellence and Development (RED) form. At this point, you should both schedule a one-on-one meeting to go over the finalized form.

Once you have completed your one-on-one meeting and Lisa has signed the document, Eileen Caufield will be assigned a step and will need to sign their Recognize Excellence and Development (RED) form in Formstack. Once signature is complete, a signed unwatermarked document will be sent to both Eileen and Lisa. Failure to sign your agreed upon RED Form will result in the RED process not being complete.

Sincerely,

St. John's University Human Resources

718-990-1865

If you experienced any issues with this form or with the following PDF, please open a ticket with Information Technology

Sample Copy of RED after Supervisor submit summary

Sample copy of the RED Form contains the **SAMPLE** watermark. You are required to schedule a meeting with your direct report to discuss the RED Form.

Recognize Excellence and Development (RED)

Revised 4/4/2023

Employee's Name: Eileen Caufield
Title: Associate Director, Training & Development
Email: caufiele@stjohns.edu
XNumber: [redacted]

Supervisor's Name: Lisa Goldrick
Title: Director
Email: goldricl@stjohns.edu
XNumber: [redacted]

School or Department: Human Resources
Periodic Check In Date:
Final Assessment Date: 05/31/2023

Objectives/Key Responsibilities – 60% overall weighting

Objectives	Rating/Weight
#1 Objective/Key Responsibility: Design and Deliver Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving an overall evaluation of 90% very good/excellent.	EP Weighting: 50%
#2 Objective/Key Responsibility: Training Administration - Weekly, download the online Canvas completion results for the mandatory training programs (discrimination, Active Shooter Preparedness, Emergency Readiness, Title IX) and the SANS Cybersecurity training and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs bi-monthly.	EP Weighting 15%
#3 Objective/Key Responsibility: Diversity, Equity & Inclusion - Conduct monthly discussion sessions for the Equity & Inclusion cohort members pursuing the Equity & Inclusion Certificate during the fall and spring semesters. Identify. Identify sources for inclusion in an anti-racism curriculum.	PW+ Weighting 15%
#4 Objective/Key Responsibility: Strategic Planning and People Management - Manage the training budge to esnure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FY 2023.	EP Weighting 10%
#5 Objective/Key Responsibility: Custom Training Facilitation - facilitate customized training workshops as requested.	PW+ Weighting 10%
	100%

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

Competencies – 40% overall weighting

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

1 | Page

1097364877 [redacted]

Notice that a Review Meeting has been assigned

After the supervisor submits the RED Form to the employee, Formstack sends to the supervisor an email notifying them that they have an additional workflow to complete (one-on-one meeting with employee).**The workflow, in this case the Performance Review Meeting, will remain open until both the supervisor & employee sign the RED Form.**

From: noreply@formstack.com <noreply@formstack.com>
Sent: Wednesday, May 3, 2023 2:25 PM
To: Lisa Goldrick <goldricl@stjohns.edu>
Subject: # 6 - Performance Review Meeting (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

formstack

 # 6 - Performance Review Meeting (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

ST. JOHN'S UNIVERSITY

Request ID: 6 | Recognize Excellence and Development Workflow v4.2.1

Hello, thank you for completing the supervisor portion of the Recognize Excellence and Development (RED) form. This email serves as a quick link to the Recognize Excellence and Development (RED) form for your one-on-one meeting with your employee. Please do not complete this step until you are having your one-on-one meeting with your employee. At the conclusion of your meeting, you may complete the step assigned to you. Your employee will then be sent a task asking them to counter sign their Recognize Excellence and Development (RED) form. Both you and your employee must enter their full names as digital signatures to complete these steps. Please use the button below to login to Formstack Workspace when it is time for your one-on-one meeting. 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

Notice that a Review Meeting has been assigned

From: noreply@formstack.com <noreply@formstack.com>
Sent: Wednesday, May 3, 2023 2:25 PM
To: Lisa Goldrick <goldricl@stjohns.edu>
Subject: # 6 - Performance Review Meeting (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

formstack

 # 6 - Performance Review Meeting (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

ST. JOHN'S UNIVERSITY

Request ID: 6 | Recognize Excellence and Development Workflow v4.2.1

Hello, thank you for completing the supervisor portion of the Recognize Excellence and Development (RED) form. This email serves as a quick link to the Recognize Excellence and Development (RED) form for your one-on-one meeting with your employee. Please do not complete this step until you are having your one-on-one meeting with your employee. At the conclusion of your meeting, you may complete the step assigned to you. Your employee will then be sent a task asking them to counter sign their Recognize Excellence and Development (RED) form. Both you and your employee must enter their full names as digital signatures to complete these steps. Please use the button below to login to Formstack Workspace when it is time for your one-on-one meeting. 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

After the meeting, the supervisor needs to access the **Formstack Workspace** by clicking **on Visit Workspace to Complete Task** to sign the employee's RED Form.

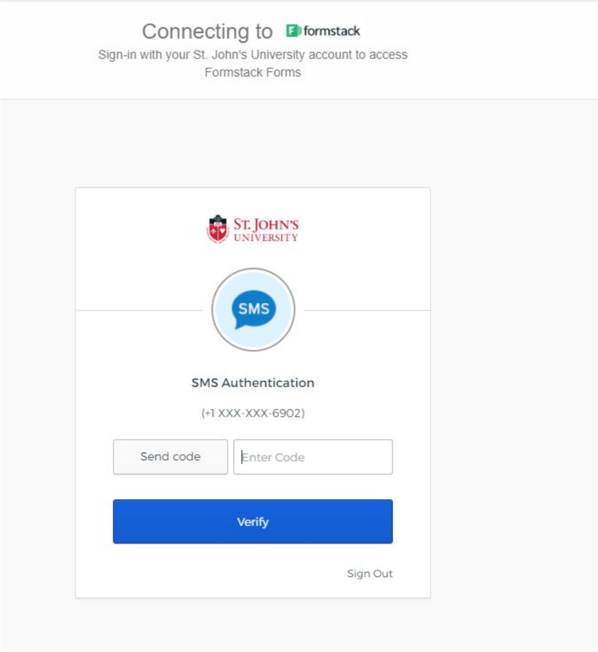
Note: One can access the **Workspace** by clicking on the **Formstack** tile from the dashboard.

Log into Formstack and access the Workflow ID# (6) assigned to the direct report.

Logging into Formstack to Sign the RED Form

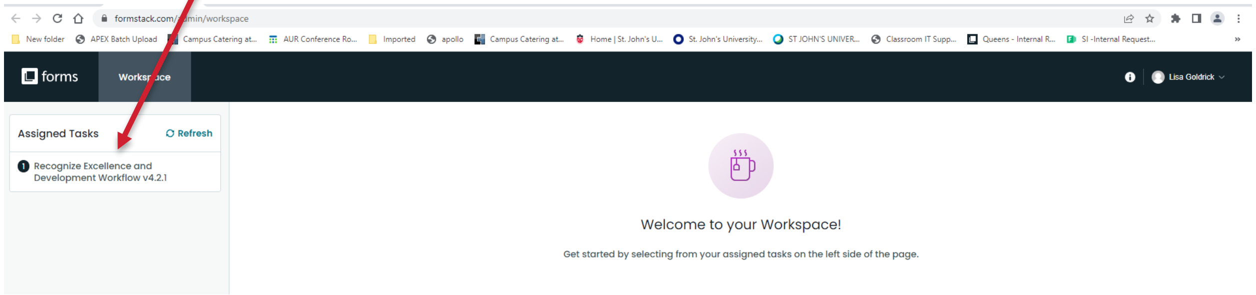
You may be asked to provide a two-factor authentication code in order to access the Formstack Workspace.

Click on **Send code**, **enter the code** and click on **Verify**.



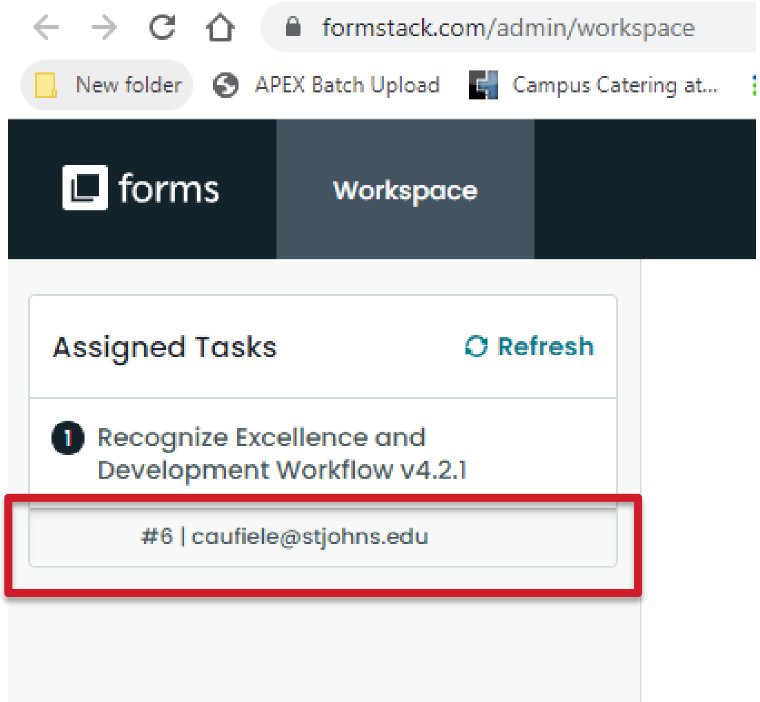
Accessing Employee's RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

Click on **Recognize Excellence and Development Workflow v4.2.1** from the Formstack Workspace.

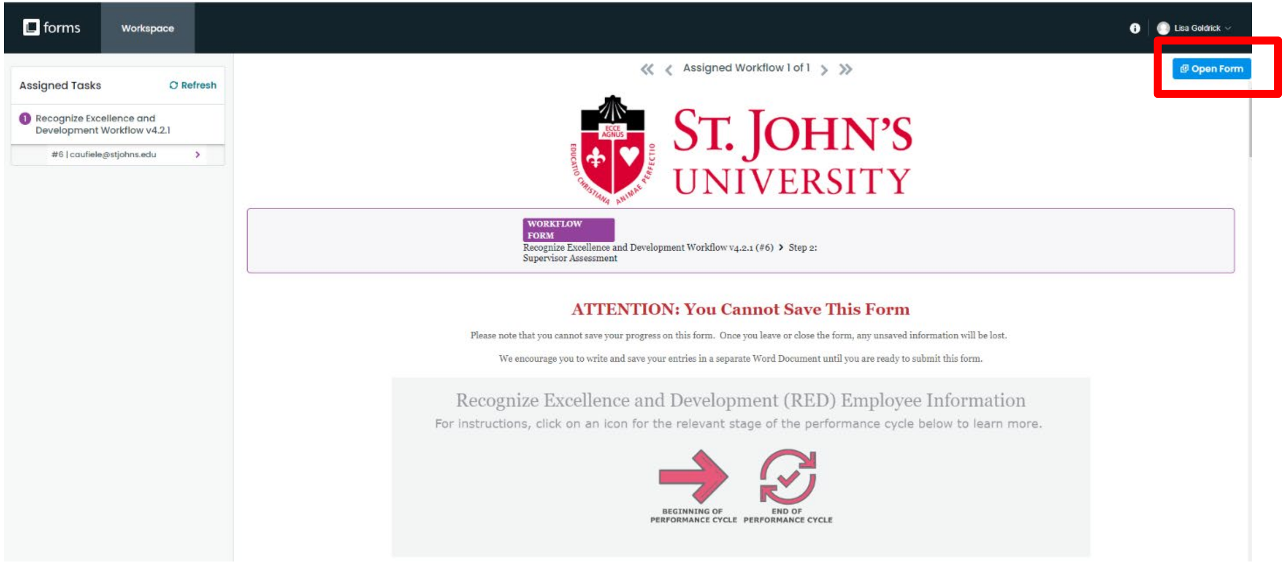


Accessing Employee’s RED Form via Formstack Email: Option #2 Visit Workspace to Complete Task

Click on the **# of the assessment** associated with the direct report that completed the RED Form. **Note:** Click on **#6** since that is the number of the workflow and request ID# that was contained in the email from Formstack.



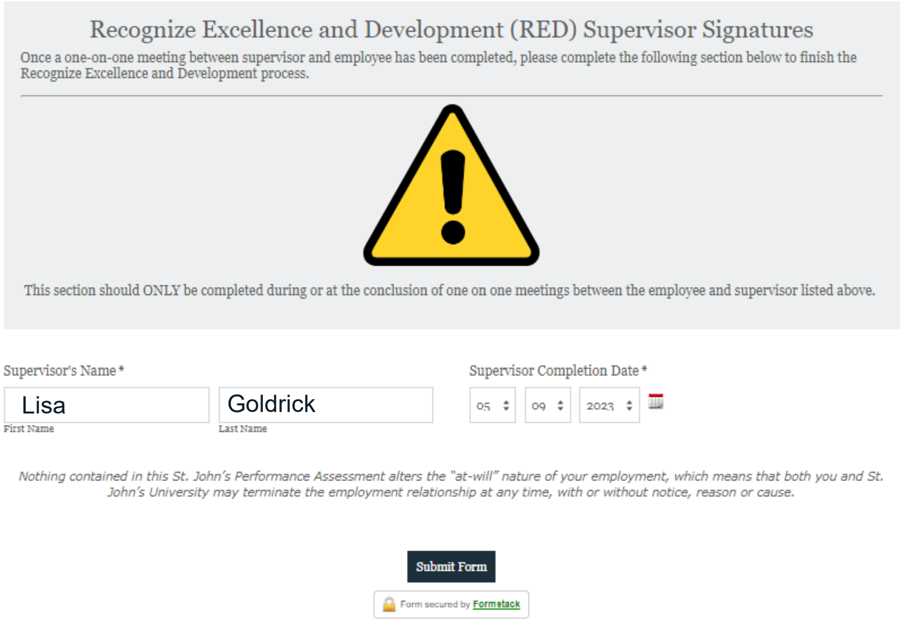
The RED Form for the direct report is displayed on the screen. Click on **Open Form** (upper right of the screen).



After Review Meeting has been held – Supervisor Signature Required

Scroll through the employee's RED Form until you come to the supervisor signature section.

Supervisor enters their **First Name**, **Last Name** and **Date** you are signing the form, if different from the date you conducted the meeting.



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 *

Lisa | Goldrick

First Name | Last Name

Supervisor Completion Date *

05 | 09 | 2023

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.

Submit Form

Form secured by Formstack

Click on **Submit Form**.

Result: You will receive confirmation that the form was submitted.

After Review Meeting has been held – Employee Signature Required

After the supervisor signs the employee’s RED Form, the **employee** receives a workflow assignment requesting their signature on the RED.

6 - Employee Signature (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

noreply@formstack.com
To Eileen Caufield

Reply | Reply All | Forward

Tue 5/9/2023 8:29 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

formstack

 # 6 - Employee Signature (Recognize Excellence and Development Workflow v4.2.1) has been assigned to you

ST. JOHN’S UNIVERSITY

Request ID: 6 | Recognize Excellence and Development Workflow v4.2.1

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

The employee needs to access the **Formstack Workspace** by clicking **on Visit Workspace to Complete Task** to sign the employee’s RED Form.

Note: Alternatively, one can access the **Workspace** by clicking on the **Formstack** tile from the dashboard.

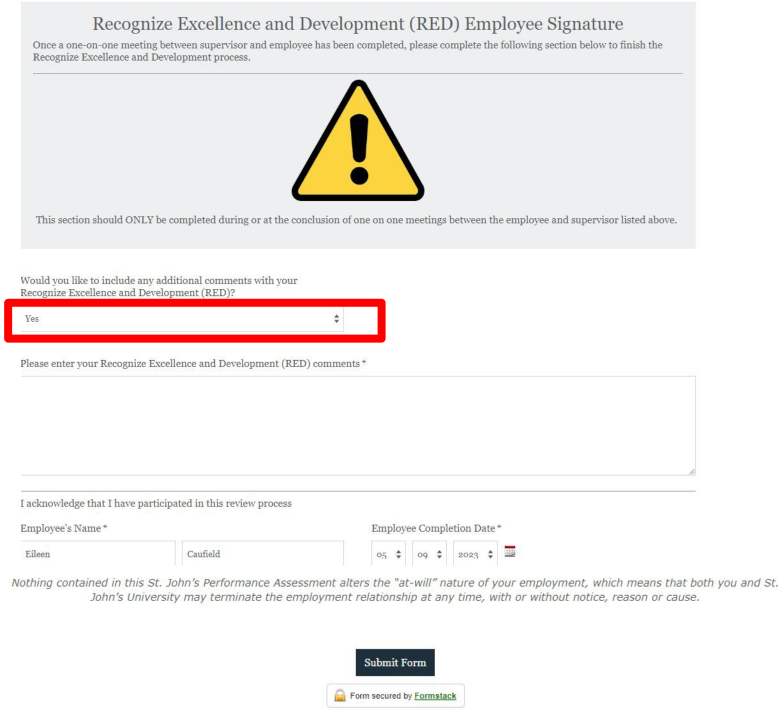
After Review Meeting has been held – Employee Signature Required

After the employee receives the email that the supervisor signed the RED Form, the employee is asked to sign the form.

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

If employee wishes to add comments,

1. Select **Yes** in response to the question that asks for additional comments
2. Enter comments
3. Enter **First Name**, **Last Name**, **Date of Employee Completion (Signature)**
4. 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 *

I acknowledge that I have participated in this review process

Employee's Name * Eileen Caufield

Employee Completion Date * 05 09 2023

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.

Submit Form

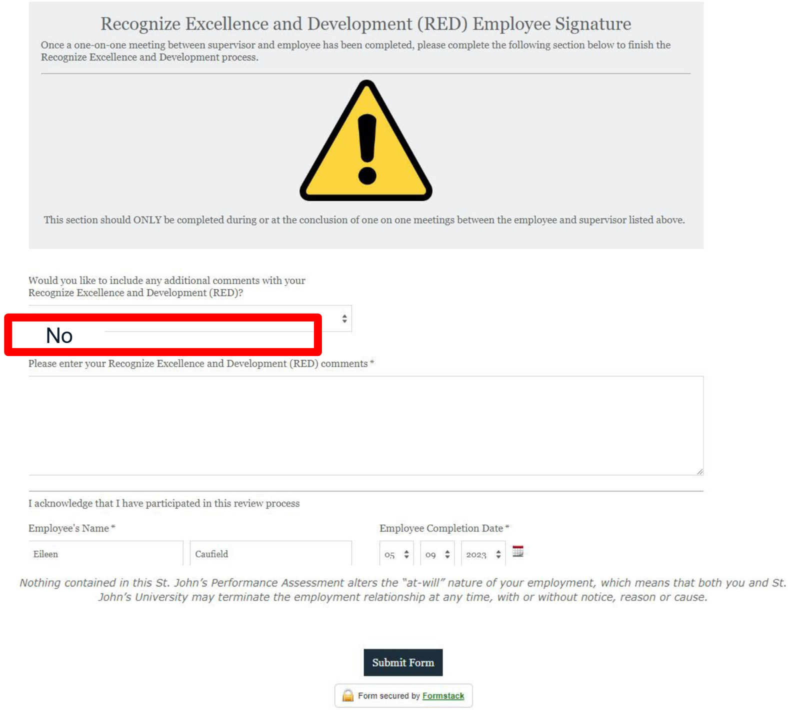
Form secured by Formstack

ST. JOHN'S UNIVERSITY

After Review Meeting has been held – Employee Signature Required

If the employee has no additional comments to make, select **No** in response to the question that asks if you would like to include additional comments,

1. Employee enters **First Name**, **Last Name**, and **Date** when employee signs the form.
2. 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

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

I acknowledge that I have participated in this review process

Employee's Name *		Employee Completion Date *		
Eileen	Caufield	05	09	2023

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.

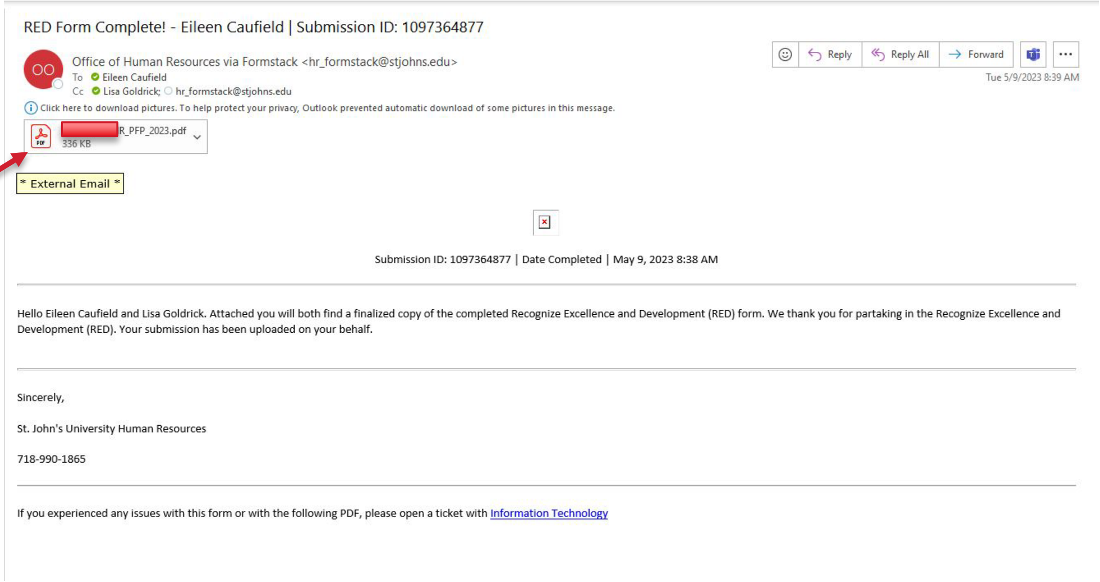
Submit Form

Form secured by Formstack

Result: You will receive confirmation that the form was submitted.

Email Received Transmitting Final Copy of RED

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.


RED Form Complete! - Eileen Caufield | Submission ID: 1097364877

Office of Human Resources via Formstack <hr_formstack@stjohns.edu>
To Eileen Caufield
Cc Lisa Goldrick; hr_formstack@stjohns.edu

Reply | Reply All | Forward

Tue 5/9/2023 8:39 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[redacted]R_PFP_2023.pdf
336 KB

* External Email *

Submission ID: 1097364877 | Date Completed | May 9, 2023 8:38 AM

Hello Eileen Caufield and Lisa Goldrick. Attached you will both find a finalized copy of the completed Recognize Excellence and Development (RED) form. We thank you for partaking in the Recognize Excellence and Development (RED). Your submission has been uploaded on your behalf.

Sincerely,

St. John's University Human Resources

718-990-1865

If you experienced any issues with this form or with the following PDF, please open a ticket with Information Technology

Email Received Transmitting Final Copy of RED

Final copies of the RED Form are also sent to Human Resources and uploaded to Banner Xtender.

Human Resources will upload the ratings into Banner, the supervisor does not need to enter ratings into UIS.

Recognize Excellence and Development (RED)

Revised 8/4/2022

Employee's Name: [redacted]
Title: [redacted]
Email: [redacted]
XNumber: [redacted]

School or Department: Human Resources
Periodic Check In Date:

Supervisor's Name: [redacted]
Title: [redacted]
Email: [redacted]
XNumber: [redacted]

Final Assessment Date: 09/20/2022

Objectives/Key Responsibilities – 60% overall weighting

Objectives	Rating/Weight
#1 Objective/Key Responsibility: Design and Delivery of Training Programs - Continue to deliver to the University Community ongoing training and development workshops in both in-person and webinar formats throughout the year with the goal of achieving overall evaluation ratings of 90% very good/excellent.	EP Weighting: 50%
#2 Objective/Key Responsibility: Training Administration - On a weekly basis, download the online Canvas completion results for the mandatory training programs (annual discrimination for adjuncts, affiliates, full-time faculty and GAs and student workers; Active Shooter for all adjuncts, Emergency Readiness for adjuncts and full-time faculty; Title IX for adjuncts); and the SANS training of Core Security Training, Recertification Training and PII Training on behalf of Information Technology and upload the completions into Banner. Monitor the new hire lists and enroll all new hires into the required training programs.	EP Weighting 15%
#3 Objective/Key Responsibility: Strategic Planning and People Management - Manage the training budge to ensure program needs are met; identify a way to convert the section's paper files to a digital format for implementation in FT 2023.	EP Weighting 10%
#4 Objective/Key Responsibility: Diversity, Equity & Inclusion - participate in the Academic Center For Equity & Inclusion's Inclusive Teaching Institute; conduct monthly discussion sessions for the Equity & Inclusion Cohort members pursuing the Equity & Inclusion Certificate during the winter and spring of 2022.	EP Weighting 15%
#5 Objective/Key Responsibility: Custom Training Facilitation - facilitate customized training workshops as requested.	EP Weighting 10%
	100%

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

EP

Competencies – 40% overall weighting

Competencies	Rating
1. Provide Timely and Excellent Service:	EP
2. Diversity and Inclusivity:	EP
3. Shared Ownership/Accountability:	EP
4. Adapting to Change:	EP
5. Collegiality and Teamwork:	EP
6. Communication:	EP
7. Quality of Work:	EP

SUPERVISOR'S ONLY

8. People Management:	EP
9. Planning and Strategic Vision:	PW+

1 | Page

1007151886 | [redacted]

Thank you!

Please remember to complete the evaluations.

HR Services Representatives		
Contact	**Telephone #**	**Email address**
Karen Crowley	718-990-1502	crowleyk@stjohns.edu
Marian Saia	718-990-2445	saiam@stjohns.edu