

RED Formstack #1 – Instructions to Access the RED Form - 2023

You can access the RED Form one of two ways.

First Method to access the RED Form – From the Email Sent from HR

1. Click on the link to the **RED Form** in the email from Keaton Wong, Associate Vice President for Human Resources, dated 6/xx/2023.

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.

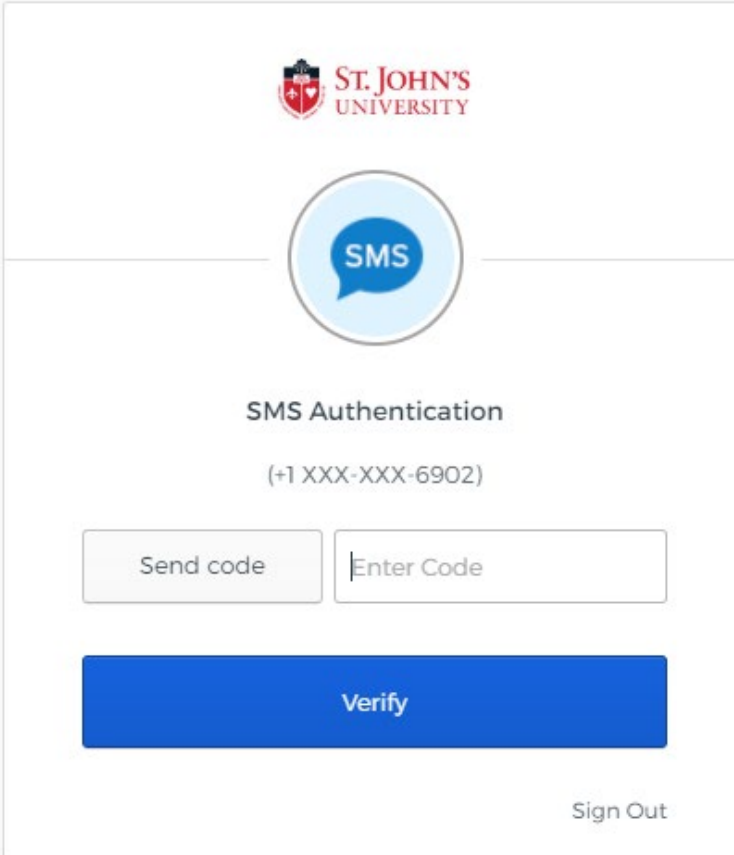
We encourage you to visit the RED section of the [Human Resources Services](#) website, which has instructions on completing the RED form, troubleshooting tips, and links for HR training sessions on the RED process. If you need any assistance with your RED form, please contact Karen Crowley, Associate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


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2. You will be asked to provide a two-factor authentication code to access the RED Form. Click on **Send code** and then **enter the code** once received.
3. Click on **Verify**.

Connecting to formstack

Sign-in with your St. John's University account to access
Formstack Forms



 ST. JOHN'S UNIVERSITY



SMS Authentication

(+1 XXX-XXX-6902)

[Sign Out](#)

RED Formstack #1 – Instructions to Access the RED Form - 2023

4. **Result:** You will be brought to the RED Form with some of your personal information pre-filled on the form. Any field marked with an asterisk requires you to enter information; otherwise, you will not be able to submit the form. Scroll through the form to continue to complete the RED Form. **Please Note: You Cannot Save This Form.** We recommend that you write your objectives and your narrative comments in a Word document and then copy and paste the information into the RED Form that you need to complete in one session.



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.



Please complete all information below:

Employee's Name *

Eileen	Caufield
First Name	Last Name

Employee's Title *

Associate Director, Training & Deve

St. John's University Employee Email *

caufiele@stjohns.edu

Employee X-Number *

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School or Department *

Human Resources Training & Deve

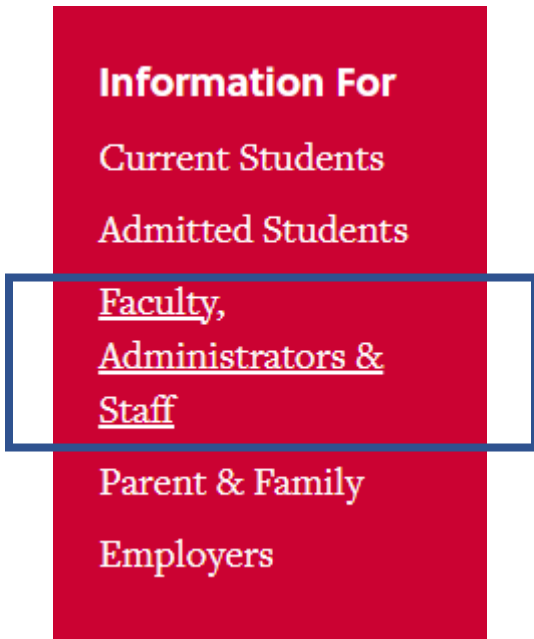
Periodic Check In Date

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Second method to access the RED Form – From the HR Webpage

1. Login to the [St. John's website](http://stjohns.edu) 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



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



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



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- Click on the **RED Form** at the entry *Access the RED Form (a Formstack document)*

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.



ST. JOHN'S UNIVERSITY

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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.



Please complete all information below:

Employee's Name *

First Name Last Name

Employee's Title *

St. John's University Employee
Email *

Employee X-Number *



School or Department *

Periodic Check In Date

