After the one-on-one meeting and the supervisor signs the employee’s RED Form, the employee receives a workflow assignment requesting their signature on the RED. The employee needs to access the Formstack Workspace by clicking on Visit Workspace to Complete Task to sign the employee’s RED Form. Alternatively, the employee can access the Workspace through Formstack.
Accessing the Workspace through Formstack.

1. Login into signon.stjohns.edu
2. Enter your username and password
3. Click on the Formstack tile on the dashboard.

4. You may be asked to provide the two-factor authentication. Click on Send code, enter the code, and click Verify. Result: You will be brought to the Formstack Workspace.
5. Click on **Recognize Excellence and Development Workflow v4.2.1**

![Image of Recognize Excellence and Development Workflow](image1.png)

6. Click on the **Workflow #** that corresponds to your RED Form.

![Image of Workflow](image2.png)

7. Before you can access the employee’s RED Form, you may be asked to accept Formstack’s **Terms of Service**.
   a) Check the box that states, “You have read and agree to all of the above.”
   b) Click on **Proceed to your account**.

![Image of Terms of Service Agreement](image3.png)
8. When your RED Form is displayed on the screen, click on **Open Form** to open the RED Form.

9. 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 additional explanations in response to the supervisor’s comments.

10a. If you wish to add comments,
   a) Select Yes in response to the question that asks for additional comments
   b) Enter comments in the text box.
   c) Enter First Name, Last Name, Employee Completion Date (date you complete the form)
   d) Click on Submit Form
10b. **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,

a) Enter **First Name, Last Name, and Employee Completion Date** (date you complete the form).

b) Click on **Submit Form**.

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**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.

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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

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I acknowledge that I have participated in this review process.

<table>
<thead>
<tr>
<th>Employee’s Name *</th>
<th>Employee Completion Date *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eileen Canfield</td>
<td>05.08.2023</td>
</tr>
</tbody>
</table>

*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.*
Result: You will receive a notice confirming the form was submitted successfully and thanking you for your submission.

11. 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.
12. Copies of the finalized RED Form are sent to the employee, the supervisor, Human Resources, and a copy is uploaded to Banner Xtender.

13. Human Resources will upload the ratings into Banner for all employees. The supervisor does not need to enter ratings into UIS.