Supervisors must provide a narrative for any objective or competency rating other than a **PW** rating. Supervisors must justify a rating of EP, PW+, NI, DNM.

1. **In the Supervisor’s Summary** section, supervisors are required to provide a narrative for any rating other than PW. It is recommended that supervisors address each objective and each competency.

Supervisor’s Summary

| Objective #1 - xxxxx did an outstanding job in objective 1. She excelled at... |
| Objective #2 - xxxxx performed well during the past fiscal year in completing... |

**Competencies**

Timely and Excellent Service – xxx completes their assigned tasks on time and with few errors. I have received compliments from clients on how well and timely xxx responds to their inquiries and the professional and collegial way they interact with those they serve.

**Note:** Click on the **Rating Descriptions** while in the RED Form to access the definitions of the ratings and behavioral descriptors associated with each rating.
Note: Click on sample rating descriptions for additional narratives in support of the rating descriptions. These sample descriptions can be found on the Human Resources webpage.

2. Upon completion of the Supervisor’s Summary, click Submit Form.

Result: You will receive confirmation the form was submitted.
Result: Formstack sends you and your direct report an email that the RED form was completed by you, the supervisor, and transmits a sample copy of the RED Form. The form will have the SAMPLE watermark on it. You are required to schedule a meeting with your direct report to discuss the RED Form.
3. Formstack sends the supervisor an email notifying them that they have an additional workflow to complete, i.e., the one-on-one meeting with the employees. **The workflow will remain open until the meeting is conducted, and both the supervisor and employee sign the RED Form.**

4. The supervisor can access the employee’s RED Form to sign it by clicking on **Visit Workspace to Complete Task** or by clicking on the **Formstack** tile from the dashboard. **Note:** See **RED Formstack #8 Instructions for Signing the Direct Reports’ RED Form in Formstack.**