**Introducing “Recognize Excellence and Development: RED”**

**A Summary of the University’s New Performance Management Form and Process**

As you know, last year the Office of Human Resources conducted focus groups to get employee feedback about the University’s performance review process and form. Thanks to your input and participation, we’re excited to introduce the University’s newly redesigned process and form titled, ‘**Recognize Excellence and Development: RED**’

**What you need to know about RED**

WHAT HAS CHANGED?

Ratings

The form has been shortened for ease of use and numerical ratings have been replaced with 5 alpha-rating descriptions as follows:

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)

DNM Does not meet expectations (requires written supporting rationale)

N/A Not applicable

Written Comments

**Written comments are required for all ratings except ‘Performs Well**.’ Supporting rationale is to be added in the manager’s summary at the end of the form. Comments explain specific ratings that were given in the Objectives, Competencies and Overall Performance Rating sections.

The form has four sections:

1. **Objectives and Key Responsibilities:** comprise **60%** of the overall rating.
2. **Competencies in the context of the University’s Mission and Values:** comprise **40%** of the overall rating
3. **Professional Development Plan**
4. **Overall Performance Rating**: Year- end rating

WHAT REMAINS THE SAME?

The process has four stages:

1. **Beginning of the performance cycle**: objective setting & key responsibilities
2. **Periodic Check-Ins**: informal performance discussions during the year
3. **End of the Performance cycle**: employee submits self-appraisal
4. **Final Assessment**: Manager prepares final RED and meets with employee

Timing

The performance cycle still runs from June 1 through May 31. Objectives and responsibilities are set at the beginning of the cycle in June/July, periodic check-in meetings occur during the year, self-appraisals can be submitted from end of May through end of June, and managers are asked to finalize year end assessments by end of July.

How

Submission of ratings and forms to HR: All managers are expected to enter ratings into UIS and submit all original signed forms to the Office of Human Resources by July 31, 2017. NOTE: The form is not automated and HR needs to maintain a hard copy of each signed performance review for every eligible employee.

Eligibility

All full time and part time employees are eligible to be recognized for excellence and development opportunities.

**When should you start using the new form?**

Year-end assessments for the current performance cycle will use the new RED form. Please familiarize yourself with the [form](http://www.stjohns.edu/sites/default/files/uploads/170512_red.docm).

**Is there training for the new process and form?**

Over the past few months, Human Resources has offered five (5) performance management training sessions for managers and nine (9) similar training sessions to all employees. Training sessions included an overview of the performance process and a description of the University’s new ‘Diversity and Inclusion’ competency. Links to the new form and general instructions are included above.

**There are no performance management training sessions being offered at this time.**

If you have any questions regarding RED, please call your HR Services representative directly:

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