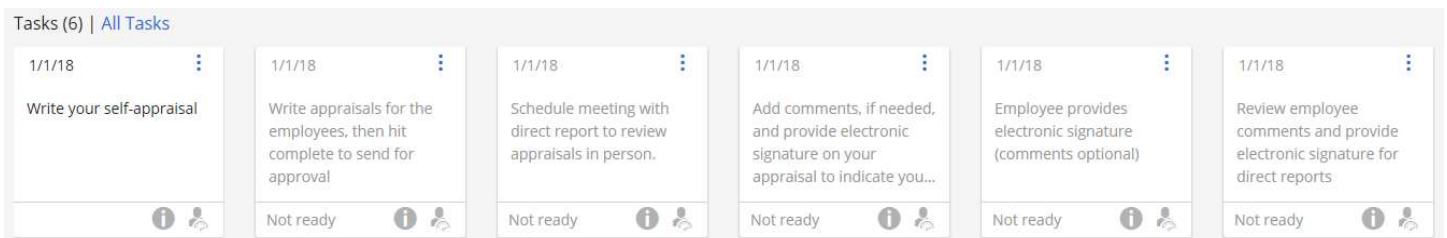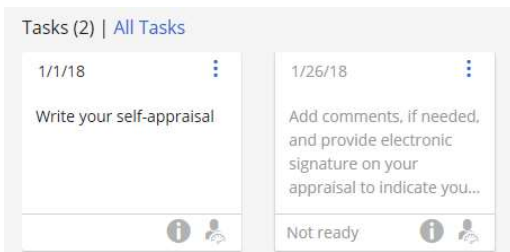**TITLE: Halogen – Annual Performance Evaluation Form**

PURPOSE: To provide employees with guidelines around the annual performance evaluation process.
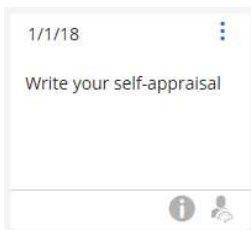
ROLES & RESPONSIBILITIES: Employee, Manager and HR Business Partner

SELF-APPRAISAL PROCESS

1. On day 1 of the process, employees (manager and non-manager) will receive a system generated notification from Halogen via email alerting them a task has begun.
2. Upon login, you will notice a number of tasks assigned to you. The number of tasks will be dependent upon manager vs non-manager roles.

3. The first step for all employees will be to write your self-appraisal.
4. Select the first task box.

5. The self-appraisal form will open. Let's discuss the form layout section by section.

a. Navigation Bar
    i. The Navigation Bar is quick link access to any section within the form.

b. Toolbar

c. Save/Complete

    i. Save – allows you to save your progress on the appraisal form. This will allow you to return to the form at a later time and make changes.

    ii. Complete – once you have finished your self-appraisal, select complete to send your self-appraisal to your manager. Once you select Complete, you will not be able to edit your self-appraisal.

d. Employee Information

Employee Name:	Employee ID:
Job Title:	Department:

    i. Your Name, ID, Job Title and Department will be pre-filled. Please report any blanks or incorrect information to Human Resources immediately.

e. Definitions of Ratings

DEFINITIONS OF RATINGS

Excels at Position Requirements: The goals or standards for the position usually exceed on all aspects of the job. (Consistently accomplishes more than is asked)

Achieves Position Requirements: The goals or standards for the position were accomplished. (Team player)

Needs Improvement: Performance for the category tended to be below the goals or standards for the position. (Requirements for the position were not met)

f. Section I: Goals
   i. If you have entered goals for the current year into Halogen prior to this process, those goals will be automatically pulled into your self-appraisal form.
   ii. If you have not entered goals into Halogen for the current year, you have the capability to manually enter each goal on the form. See below.

   iii. Comments are **required** for all goals.

g. Overall Goal Rating
   i. In this section you will rate overall performance on goals. Comments are optional for the Overall Goal Rating because they are required at the individual goal level.

h. Section II: Competency Ratings
    i. In this section, you will evaluate each competency as it applies to your position. Any competency rated as 'Excels at Positions Requirements' or 'Needs Improvement' **requires** a comment in the box below the competency.

1. Personal Accountability
2. Teamwork
3. Service
4. Added Value Contribution
5. Technical Ability
6. Planning & Problem Solving
7. Decision Making
8. Administrative Ability
9. Compliance/Risk Management
10. Leadership

i. Section III: Management Competency Ratings
    i. In this section, if applicable, you will evaluate any management related competencies. Any competency rated as 'Excels at Position Requirements' or 'Needs Improvement' will require a comment in the box below the competency.
    ii. If the competency does not apply to your position, you must select 'Does not apply to position'.

j. Overall Competency Rating
    i. In this section you will rate overall performance on competencies. Comments are optional for the Overall Competency Rating because they are required at the individual level.

Overall Competency Rating

Overall Competency Rating
Use this section to provide an overall rating for competencies.

○ Excels at Position Requirements

○ Achieves Position Requirements

○ Needs Improvement

Comments (Optional):

Attach Feedback

    k. Overall Performance Rating
          i. In this section you will rate overall performance. Comments are optional for the Overall Performance Rating because they are required at the individual level.

Overall Performance Rating

Overall Performance Rating
Use this section to provide an overall rating for performance.

○ Excels at Position Requirements

○ Achieves Position Requirements

○ Needs Improvement

Comments (Optional):

Attach Feedback

6. Once you have completed your assessment, select the 'Complete' button at the top of the evaluation. This will send your self-appraisal to your Manager.

MANAGER APPRAISAL PROCESS

1. Select the appropriate task (as shown below) in Halogen to access your employees' self-evaluation.

2. All completed self-appraisals ready for your input will appear in the box as shown below. Click on 'Edit Appraisal' next to the name of the employee you wish to complete this process for.
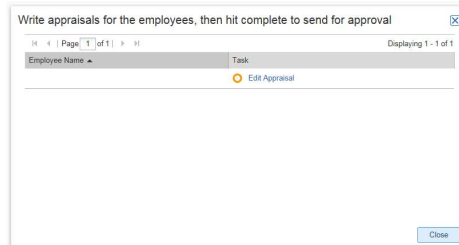
3. Competencies and Overall Rating Scores will work the same as the self-appraisal process. Managers will not be required to provide feedback on ALL goals, only those that are rated 'Exceeds the Position Requirements' or 'Needs Improvement'. For Section III: Management Competency Rating, comments are required for ratings of 'Exceeds the Position Requirements' or 'Needs Improvement'; however, managers are encouraged to comment on all ratings.

4. The manager process will see additional changes to the form for this year. You will see the employee's self-evaluation ratings and comments as you go through each section. Let's discuss the changes for the manager form.
   a. Save, Send for Review, Complete

      i. Save – allows you to save your progress on the appraisal form. This will allow you to return to the form at a later time and make changes.
      ii. Send for Review – allows you to send the evaluation to another manager for further feedback and commentary. This is very helpful for those instances where an employee transferred mid-year and you would like feedback from their previous manager on the first half of the year. Consult with your manager to determine if their review is required for any appraisal.
      iii. Complete – once you have finished the appraisal, select complete to send your self-appraisal to your HR Business Partner. Once you select Complete, you will not be able to edit the appraisal.

    b. Performance Improvement Plan Acknowledgement (NEW FEATURE!)

        i. Any employee with an overall rating of 'Needs Improvement' will be required to enter into a Performance Improvement Plan within 30 days of the final rating.

       ii. A Performance Improvement Plan will track the necessary strategies and tools to aid both the manager and employee in building a more successful track for the employee.

     iii. As the manager, you are required to acknowledge the requirement of a Performance Improvement Plan through the annual review process then work with your HR Business Partner to build and execute a successful strategy for employee development and improvement.

     iv. To acknowledge an overall rating of 'Needs Improvement' and the requirement of the Performance Improvement Plan, simply click the radial button next to the acknowledgement statement.

Performance Improvement Plan Acknowledgement

◯ As manager of the named individual above, I hereby acknowledge that by rating an overall 'Needs Improvement' on the 2018 Performance Appraisal, a performance improvement plan is required and must be in place within 30 days of appraisal delivery.

5. Once you have completed the performance evaluation for your employee, select 'Complete' to send the evaluation to your HR Business Partner for further review, discussion and input. (If applicable, a second level manager may be enforced for further evaluation input. In this instance, once the second level manager completes the performance evaluation, the evaluation will be sent to your HR Business Partner.)

FINAL APPRAISAL PROCESS

1. Upon completion of the HR review, the evaluation will be sent back to the manager for delivery to the employee.

2. After the manager/employee meeting, the manager will login to Halogen and complete the step for appraisal review.
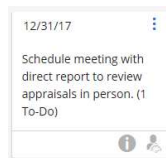
    a. Select 'Mark as Completed' next to the appropriate employee's name.

    b. Confirm that you wish to mark the meeting as completed by selecting 'OK'.
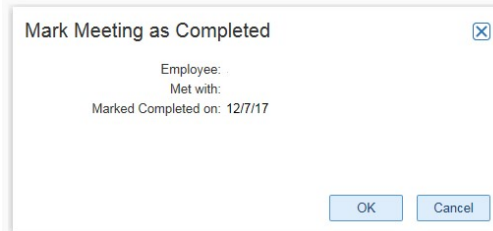
    c. After the manager marks the meeting as completed, a new task will populate in Halogen for the employee.

    1. The employee will access the sign off task from their pc and have a maximum of 3 days to complete.

3. Sign Off
    a. Employee Sign Off
        i. Add final comments (optional) to your appraisal by scrolling down to the bottom of the form.
        ii. Select the 'Sign Off' button at the top of the form and complete the steps.
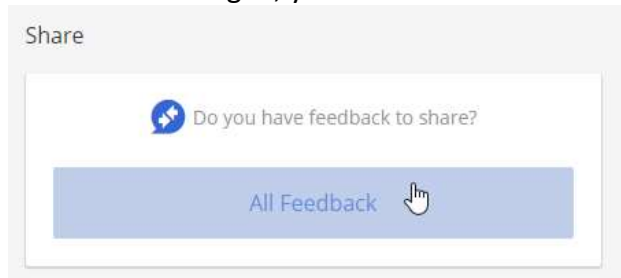

    b. Manager Sign Off
        i. Review any final comments added by the employee.
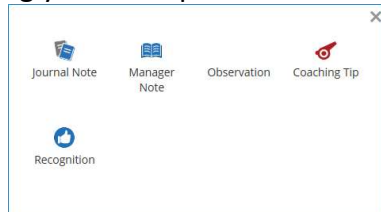   ii. Select the 'Sign Off' button at the top of the form and complete the steps.

Feedback

1. From your home screen of Halogen, you can share feedback with any employee.

    a. Simply click on the Share Feedback box as indicated in the red oval above. A pop-up will appear providing you with options around the type of feedback you wish to share.


        i.   Journal Note: A statement or note written by the employee. Add journal notes to record accomplishments and lessons learned throughout the year for yourself. You will be able to access these notes during your self-evaluation at the end of the year.
        ii. Manager Note: A statement or note written about an employee by management. Add manager notes to record accomplishments and lessons learned throughout the year for any of your direct employees. You will be able to access these notes during the performance evaluation for your employees.
        iii. Observation: A response or reaction to an employee's performance that can be written by management. This feature allows you to provide feedback to anyone within the company, not just your department. Both the employee and their direct manager will be able to review the observation.
        iv. Coaching Tip: An informative commentary or piece of information to help employee development that can be written by management. Coaching tips are a great way to provide guidance to your direct employees to help them develop or refine specific attributes or soft skills.
        v.   Recognition: An acknowledgement of an achievement or a positive acclaim of performance written by anyone. A great tool for all employees to provide positive feedback to anyone within the company. Did Sally go out of her way to help you with a project, issue, etc.? Did Tom build a spreadsheet with all of the bells and whistles to track customer issues for your department? If so, this is a great way to say thank you to that individual but to also make their manager aware and reference back to during the performance evaluation.
    b. Managers have the ability to see the feedback attached to each of their employees.
        i.   Simply click on 'View My Employees' from your home screen as shown below.
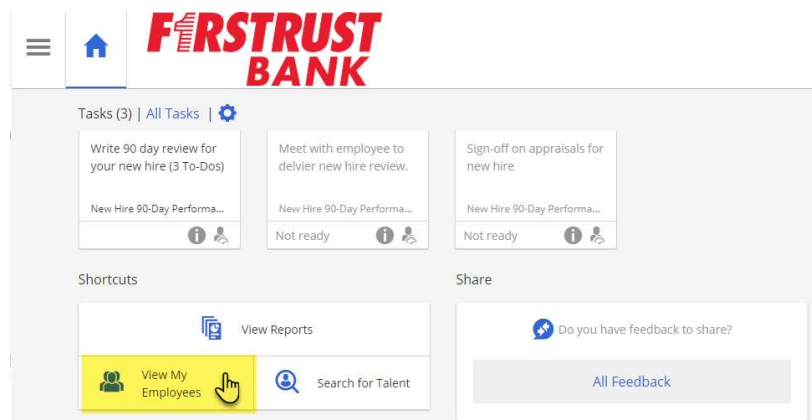
ii. You will be directed to the My Employees screen. From here you will be able to view their evaluations, profile, goals, feedback, documents and development plans.
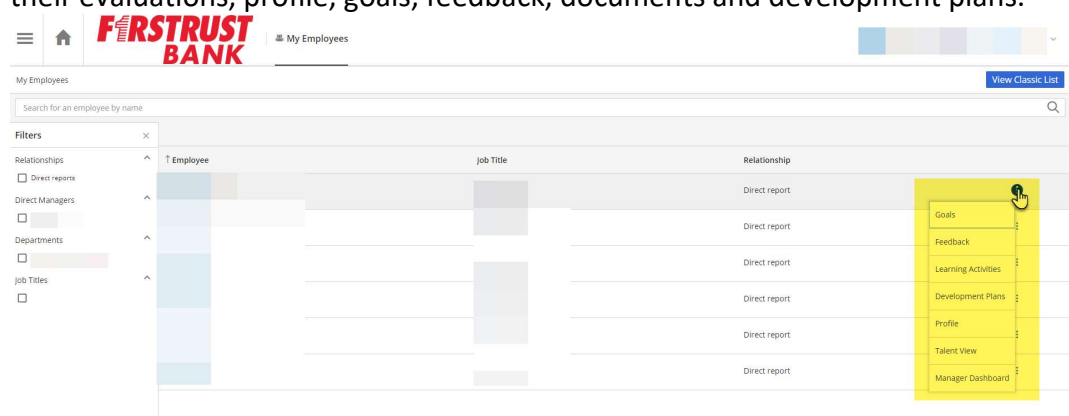
iii. Click on the feedback indicator next to the employee you wish to view feedback for.

2. **Attach Feedback** (NEW FEATURE!) – under each Goal and Competency, you have the option to 'Attach Feedback'. Feedback is a new feature we are utilizing within the Halogen system. Throughout the year, you have the ability to provide feedback to employees within the Halogen system. This is a great tool that can be easily accessed at the end of the year during the annual performance review process. (See Feedback Section 1 for instructions around the feedback features in Halogen)

    i. To attach feedback to the evaluation, click on 'Attach Feedback' under the appropriate Goal/Critical Task or Competency.
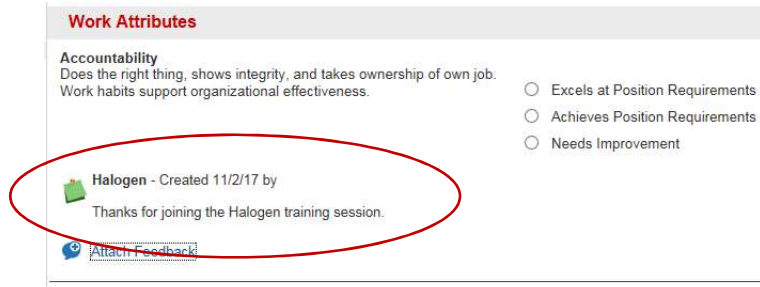

    ii. Select the feedback notes you wish to attach to the review by clicking the box next to each and clicking 'Attach'.
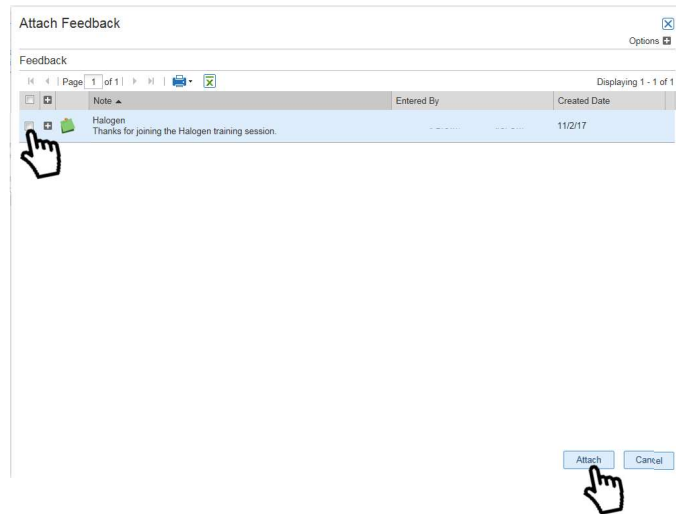
iii.   The feedback will appear under the Goal/Critical Task or Competency as shown below.

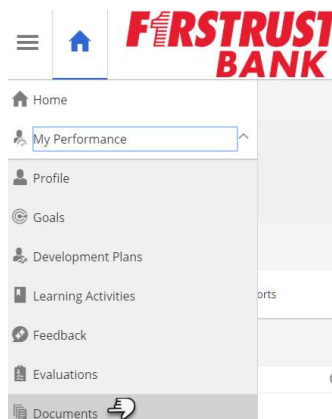## Upload Documents and Attach as Feedback

1. From the Home Screen of Halogen, click on the three bar menu.
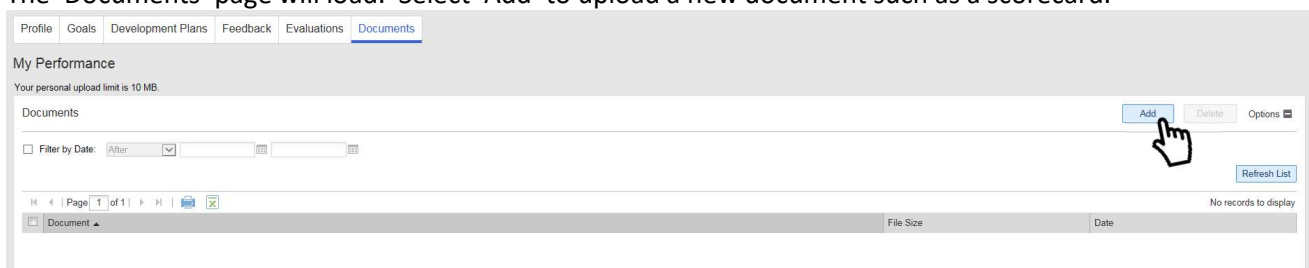

2. Select 'My Performance'

3. Select 'Documents'

4. The 'Documents' page will load. Select 'Add' to upload a new document such as a scorecard.

5. Select 'Browse' and locate the document you wish to upload. Single-click on the document then select 'Open'.
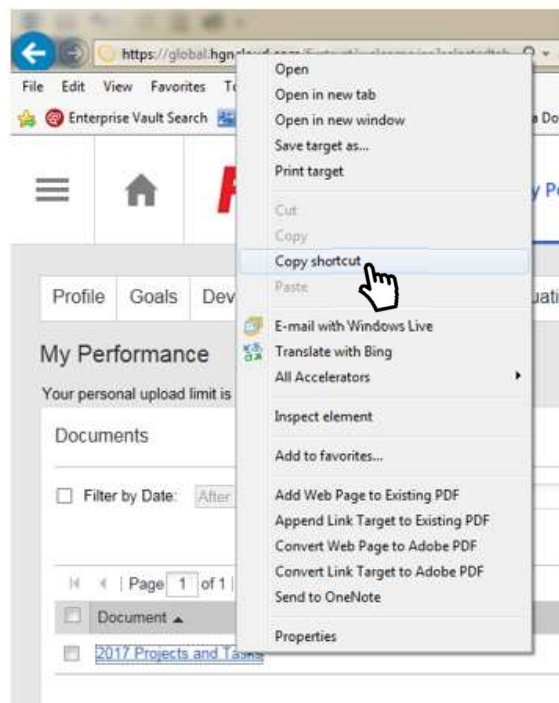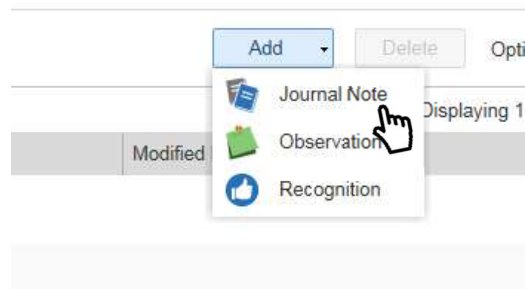6. Enter a 'Title' for the document, then select 'OK'.

7. The uploaded document will now appear in your documents list.
8. RIGHT Click on the document title hyperlink. In the pop-up menu, select 'Copy shortcut'.

9. Click on the 'Feedback' tab at the top.

10. The 'Feedback' page will load. Select 'Add' then select 'Journal Note'.

11. Enter 'Title' name, then select the 'Link' button as shown below.

12. RIGHT Click on the URL box and select 'Paste'. This will populate with hyperlink shortcut to the document.

13. Select 'OK'
14. You will now be able to link to important documents such as scorecards, customer notes, project plans, etc. directly in your performance evaluation by following the instructions for attaching feedback to your evaluation.