*Indicates required field

Instructions

- Schedule performance appraisal meetings with each of your direct reports and encourage them to complete a self-appraisal at least one week prior to the meeting.
- Complete the Performance Appraisal form, using the self-appraisal for input.
- Save the Performance Appraisal as a Draft (**Save as Draft**).
- With a printed copy of the Performance Appraisal, meet with each employee to review, discuss and finalize their performance.
- After the appraisal meeting, make any necessary changes to the appraisal and save it (**Save and Submit**).

  NOTE: After you "Save and Submit" you will not be able to see the appraisal form in Halc direct report completes the final "Sign off" step in Halogen. It will then appear in My Empi Evaluations.

Step-by-step instructions for completing the Performance Appraisal form.

Employee Sign-off

This is the final step in the annual appraisal process. Please review the appraisal, add your final comments in the Employee Comments section (optional), and click the "Sign off" button located above the form. Once you sign-off, your annual appraisal will be saved in My Peformance under Evaluations.

Perform Minneapolis A City That Works

Annual Performance Appraisal

Employee Identification

Name: _____ **Job Title:** _____

Department: _____ **Supervisor:** _____

Evaluation Period

Evaluation Date: _____

Review Period: From: _____ **To:** _____

Overview

The performance appraisal process provides a summary of progress toward meeting performance expectations and an assessment of job success factors. The Overall Rating is based on the combination of BOTH Work Expectations and Job Success Factors.

Evaluating Work Expectations

Evaluate work expectations by selecting one of these ratings: Meets, Does Not Meet

Describe accomplishments with respect to each expectation. Provide information about how the standard(s) were met or not met.

Meets
Generally meets or exceeds the standards set. May occasionally miss a standard. Shows consistent performance during the appraisal period. Fully acceptable performance.

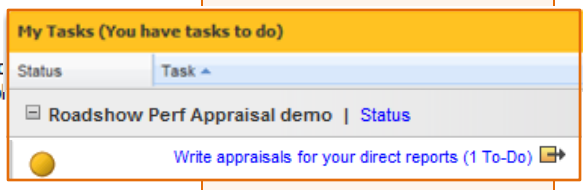
Does not meet
Does not meet the standards set. May occasionally meet standards but not consistently. Cannot be counted on to complete work assignments. Improvement is required.

Not Applicable
Select this rating only when there was agreement not to work on the expectation during the evaluation period.

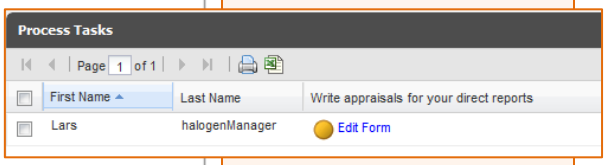
INSTRUCTIONS FOR COMPLETING THE PERFORMANCE APPRAISAL

Log on to Halogen. Your Home page shows you have a task to do.

Click on the task.



Then click on Edit Form to open the performance appraisal.



Read the Instructions .

Fill in the evaluation date and the evaluation period.

Read the Overview

Read about Evaluating Work Expectations.

Work Expectations

Goal

Rating: --------

Standard | Accomplishments

Attach Feedback

Add Past Work Expectation

Evaluating Job Success Factors

The six Job Success Factors below apply to all City employees. Rate the employee on each of the factors listed. Supervisor's **must** add comments to support their rating. Suggested comments can be accessed by clicking the icon below the Comments box.

Exceptional
The employee frequently demonstrates exemplary performance that far exceeds position requirements in this Job Success Factor. The employee makes a unique contribution that has a significant and positive impact on the success of the unit, division, department, or City. Performance is of a rare quality found only in a small percentage of people within the organization.

Exceeds
Performance in this Job Success Factor consistently exceeds expectations in all areas of responsibility. The employee frequently goes above and beyond what is required. The employee frequently models this Job Success Factor.

Meets
The employee consistently demonstrates solid performance in this Job Success Factor. The employee meets and sometimes exceeds expectations in all areas of responsibility. Fully acceptable performance.

Does not meet
Performance in this Job Success Factor does not consistently meet position requirements. Immediate improvement is required.

Please reference the **Job Success Factors - Rating Guide** to assist in selecting the appropriate rating for each Job Sucess Factor.

Major Job duties, outcomes and standards entered during expectation-setting will pre-populate into the form.

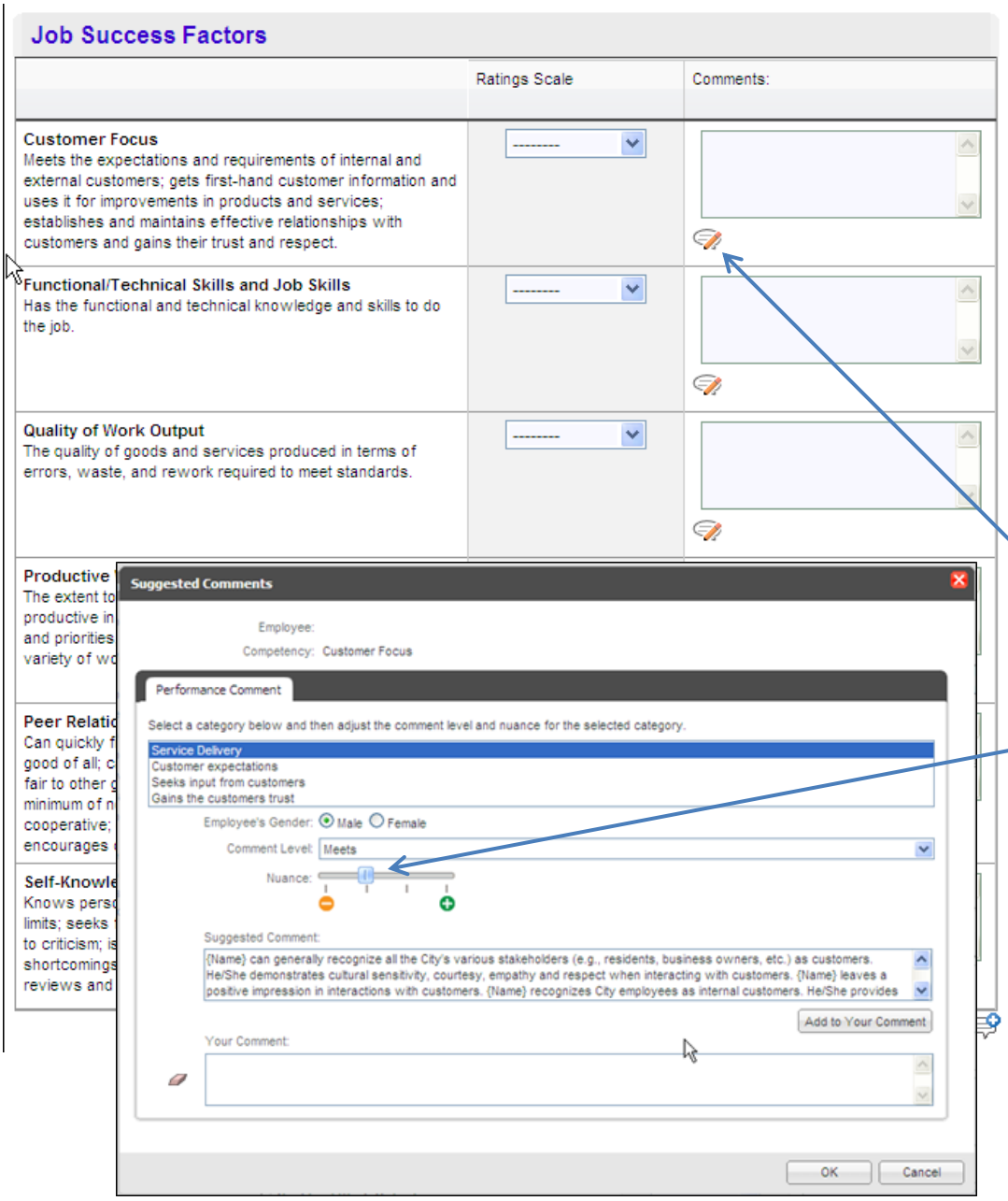
There should be 3 – 5 expectations.

You can edit goals if necessary. Discuss this with your employee.

Rate each Work Expectation (Meets, Does Not Meet or Not Applicable)

Enter accomplishments that help explain the rating.

Read the definitions that apply to the Job Success Factors.



Rate each of the 6 Job Success Factors.

You **are required** to add a comment for each Factor. If you need ideas, click on .

When you click on , the comment will default to Meets.

You need to slide the scale to see other levels of comment.

Supervisor's Overall Rating and Comments (based on Expectations and Job Success Factors)

	Ratings Scale
The Overall Rating is based on the combination of BOTH Work Expectations and Job Success Factors. **The relative weight and importance of work expectations and job success factors are determined by the supervisor. The Overall Rating is NOT an average of the above ratings since some performance areas may be more significant than others.**	--------

Attach Feedback

Comments

Overall Comments

Employee Comments

Employee may add final comments about their performance for this review period.

Comments

Comments

Saving the Form

There are two save options that appear above the form.

1) If you have not completed the form and would like to continue editing it at a later time, click "**Save as Draft**".

2) If you have completed the form and do not need to make additional edits, click "**Save and Submit**".

NOTE: If you try to print this form before saving, the form will be blank. You must do **Save as Draft** prior to printing the form.

Read the instructions. Enter an overall rating (Exceptional, Exceeds, Meets, Does Not Meet)

Add Overall Comments

STOP HERE

Press Save as Draft at the top of the form if you need to working on it.

Press Save and Submit at the top of the form if you have completed the form and have no additional edits.

Once you Save and Submit the form goes to you employee for comments and electronic signature.

Print a PDF copy for yourself.