**HALOGEN** SOFTWARE   **TIPS for SUPERVISORS**

- Find the Halogen URL by going to Work Tools and using the drop down menu.

- If you forget your password, click on Forgot Password. You will be asked to answer your security questions and set a new password.

- Halogen requires you to change your password every 365 days.

- Do not use on the screen.

- Check your screen size. If you are unable to see the entire form or pop-up box, set your zoom (lower right corner of screen) to 100%

Home Page
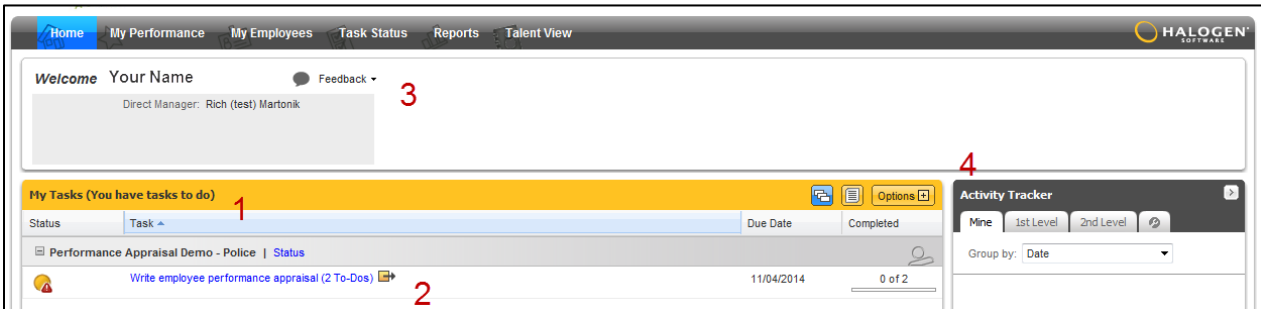
1. My Tasks
2. Click on the task to get to the correct form
3. Enter Journal Notes, Supervisor Notes or Recognition
4. Recent Activity

My Performance Tab

All about YOU

1.	Work Expectations
2.	Development Plans
3.	Feedback
4.	Forms
5.	Documents

Click on any Work Expectation to expand

NOTE: Modified Date MUST be in the current year to appear on the Performance Appraisal

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My Employees Tab

1. The name of each of your employees

2. Reporting relationships:

3. Click on ⛁ to see information on employees who report to one of your direct reports

4. 👥 indicates that you have been named as a secondary manager for the employee and can access that employee's information

5. Lists how many work expectations have been entered for each employee. Click on the number to view the expectation

6. Lists how many development plans have been entered for each employee. Click on the number to view the development plans

7. Click the number to view pdfs of expectation setting forms and performance appraisal forms

8. *Documents* refer to copies of emails, pdfs, certificates, etc. that the employee has uploaded.

9. *Feedback* refers to Journal Notes, Supervisor Notes and Recognition entered for the employee. Click the number to view them.

Task Status Tab

Feedback

Three are 3 types of Feedback in Halogen

Journal Note: A statement or comment written by the employee for themselves. A Journal Note can be deleted by the employee who created it.
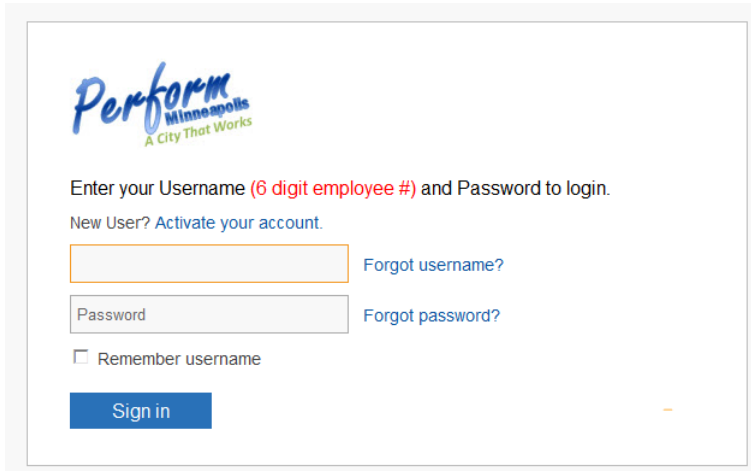
Supervisor Note: A statement or comment about an employee written by their supervisor. A Supervisor Note can be deleted by the supervisor who created it (the employee cannot delete Supervisor Notes).

Examples:

1. Compliments, acknowledgement of a job well done
2. Record of check in meetings—what was discussed, any tasks due
3. Record of performance conversations – *We met today to discuss errors occurring in work and formulated a plan to help.*

Recognition: An acknowledgment of an achievement or a positive acclaim of performance written by any City employee to another. Recognition can be deleted by the employee who created it only if they have access to the feedback area of the employee they recognized (e.g. are their supervisor). Otherwise, recognition cannot be deleted by either the creator or recipient.

Starting a New Employee
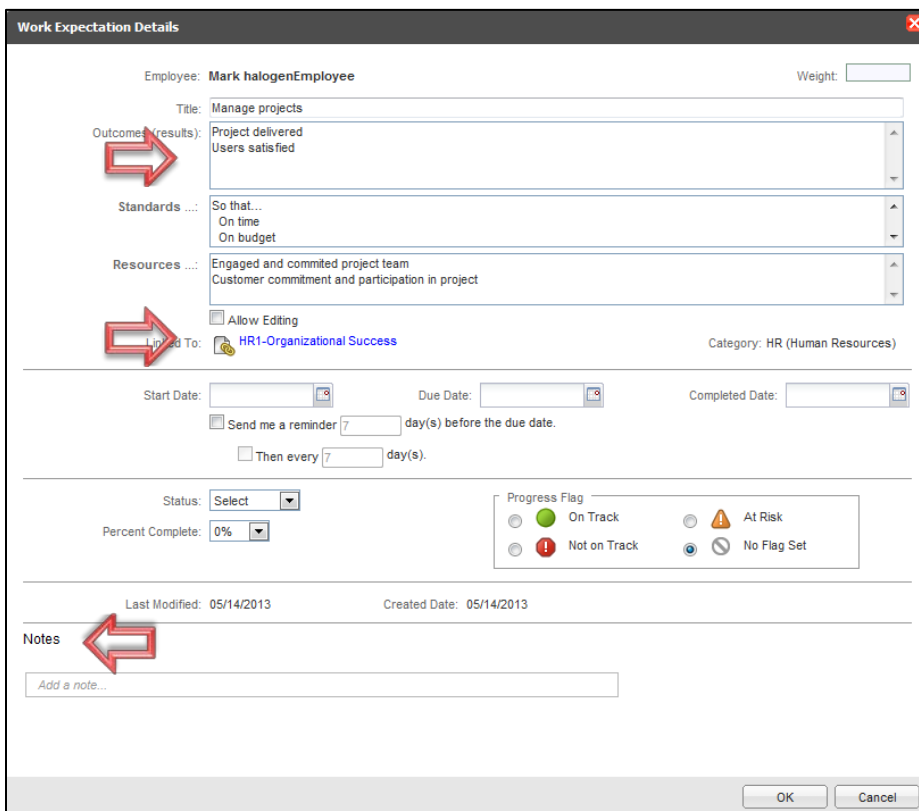
- Meet with new employee to establish work expectations for the upcoming year
  - Explain the format (Outcomes, Link to Department Goals, Standards, and Resources)
  - Use the predecessor's expectations as a start
  - At the very least create a work expectation about learning your job
- Ask the employee to activate their Halogen account and enter work expectations in Halogen on the "My Performance" tab

Adding or Editing Work Expectations

Supervisors can edit or add work expectations directly to an employee's "My Performance" page.

Go to "My Employees" and click on the number in the column labelled "Work Expectations" across from the employee's name.

Click on the expectation and get a pop-up box. You can edit, add, correct the link to the department goal and add notes.