
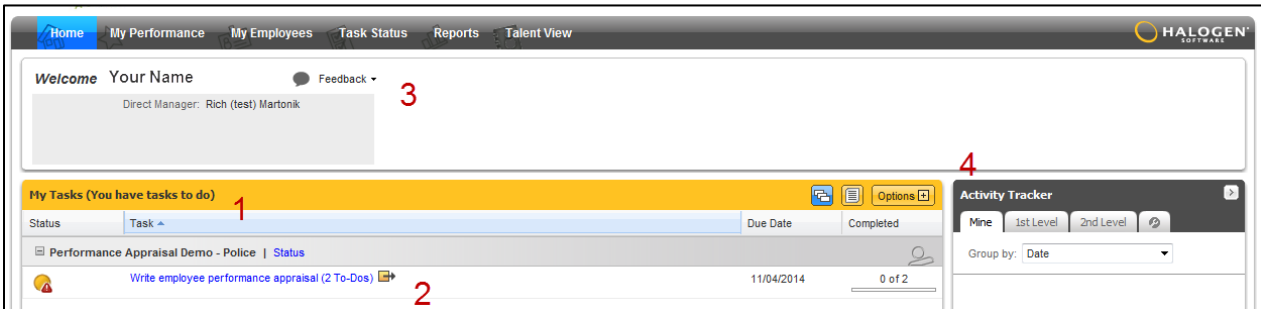




- Find the Halogen URL by going to Work Tools and using the drop down menu.
- If you forget your password, click on Forgot Password. You will be asked to answer your security questions and set a new password.
- Halogen requires you to change your password every 365 days.
- Do not use  on the screen.
- 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

Progress Flag	Linked	Work Expectations	% Complete	Weight	Entered By	Modified Date	Due Date
		Answer Phones	50%	0	Rich (test) Martonik	03/10/2015	
		Administrative Support for Operations/Information Channel	20%	0	Rich (test) Martonik	02/25/2015	
		Manage Projects	50%	0	Rich (test) Martonik	02/23/2015	
		Take care of customers	0%	0	Rich (test) Martonik	07/23/2014	
		Major Job Duty #1	0%	0	Rich (test) Martonik	07/10/2014	
		Enter Calls Into CAD	0%	0	Rich (test) Martonik	06/12/2014	

All about YOU

1. Work Expectations
2. Development Plans Click on any Work Expectation to expand
3. Feedback
4. Forms **NOTE:** Modified Date MUST be in the current year to appear on the Performance Appraisal
5. Documents

My Employees Tab

First Name	Last Name	Direct Manager	Relationships	Type	Work Expectations	Development Plans	Feedback	Forms	Documents
Mark	halogenEmployee	Diane (test) Carol Gross		Direct report	6	3	9	3	1
Jared	halogenCareercounselor	Diane (test) Carol Gross		Direct report	8	0	0	0	0
Janis (test)	Lajon	Diane (test) Carol Gross		Direct report	1	0	8	1	0
Mason	halogenManager	Diane (test) Carol Gross		Direct report	0	0	4	1	0

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

- Feedback
- Journal Note
- Supervisor Note
- Recognition

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

The screenshot displays the 'Task Status' tab in the Halogen Software interface. At the top, there are navigation tabs: Home, My Performance, My Employees, **Task Status**, Reports, and Talent View. The main header indicates 'Performance Appraisal Demo - Police' and a 'Viewing:' dropdown menu. Below this, there are 'Tasks' and 'Overview' buttons. A timeline shows four tasks: 'Write employee performance appraisal' (due 11/04/2014), 'Employee sign-off' (due 11/04/2014), 'Sign-off on employee performance appraisals' (due 11/04/2014), and 'Manager/Director sign-off' (due 11/11/2014). Below the timeline, there are search filters and a 'Process Tasks' table. The table has columns for 'First Name', 'Last Name', 'Write employee performance appraisal', 'Process Status', 'Modified Date', 'Due Date', and 'Completed Date'. Two rows are shown: 'City halogenHRRep' and 'Mason halogenManager'. A modal window titled 'Status for City halogenHRRep' is open, showing a table of task steps with columns for 'Step', 'Status', 'Due Date', and 'Person Responsible'. An orange arrow points to the 'View Status' link in the table.

Feedback

The screenshot shows the 'Feedback' dropdown menu. The menu is open, showing three options: 'Journal Note' (with a green book icon), 'Supervisor Note' (with a blue book icon), and 'Recognition' (with a thumbs up icon).

There 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.

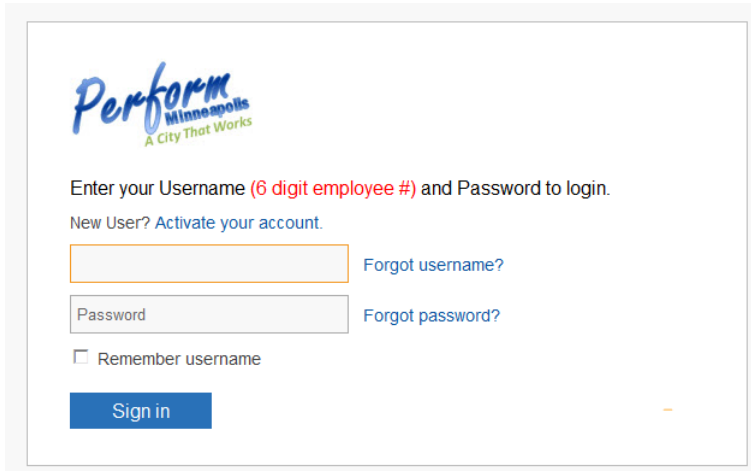
Supervisor Note: A statement or comment about an employee written by their supervisor. A Supervisor Note can be deleted by the supervisor who created it (the employee cannot delete Supervisor Notes).

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



Perform
Minneapolis
A City That Works

Enter your Username (6 digit employee #) and Password to login.

New User? [Activate your account.](#)

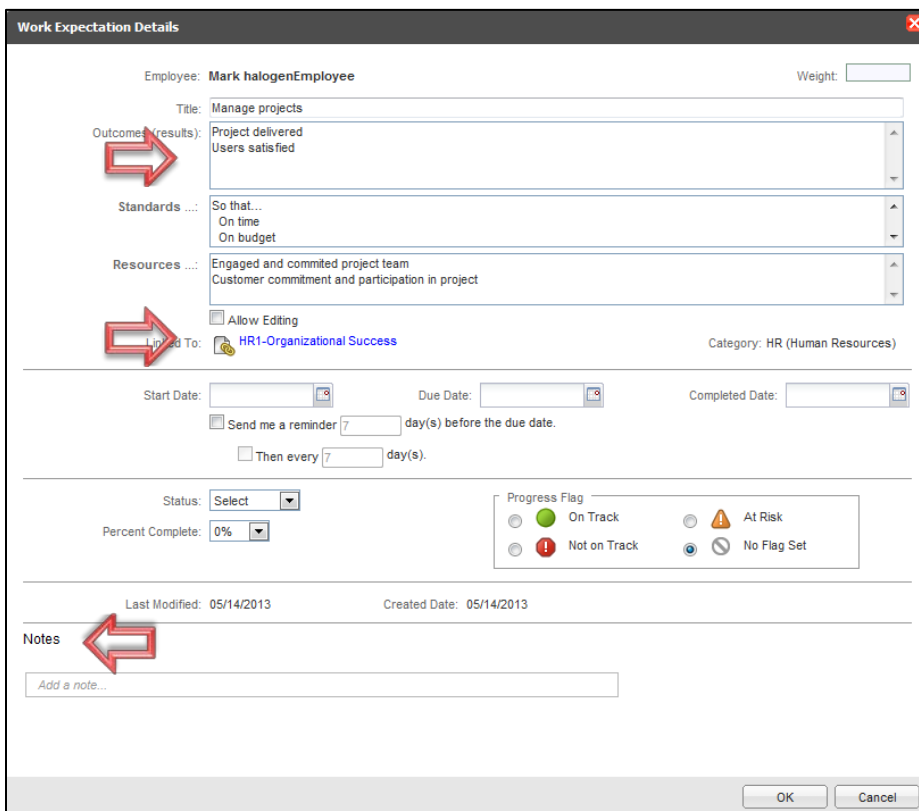
[Forgot username?](#)

[Forgot password?](#)

Remember username

- 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



Work Expectation Details

Employee: Mark halogenEmployee Weight:

Title: Manage projects

Outcome (results): Project delivered
Users satisfied

Standards ...: So that...
On time
On budget

Resources ...: Engaged and committed project team
Customer commitment and participation in project

Allow Editing

Linked To: [HR1-Organizational Success](#) Category: HR (Human Resources)

Start Date: Due Date: Completed Date:

Send me a reminder day(s) before the due date.
 Then every day(s).

Status:

Percent Complete:

Progress Flag
 On Track At Risk
 Not on Track No Flag Set

Last Modified: 05/14/2013 Created Date: 05/14/2013

Notes

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.