

## Due Dates for Steps in Halogen e-Appraisal Process

Please refer to the screen shot below for specific due dates in the e-appraisal process.

The screenshot displays the Halogen Talent Management Suite interface within a Windows Internet Explorer browser. The page title is "Halogen Software - Windows Internet Explorer". The main header includes the Halogen Software logo and "Talent Management Suite". The navigation menu shows "Talent Management Suite", "User Center", and "Options". The breadcrumb trail is "eAppraisal > Processes > 2011 Annual Performance Review > Properties > Appraisal Steps".

The main content area is titled "Appraisal Steps" and includes a "Return to Appraisal Center" link. Below the title are three buttons: "Add New Step", "Reorder Steps", and "Delete Selected Steps". A table lists the appraisal steps with their due dates and day numbers.

<input type="checkbox"/>	Appraisal Step	Start Date: 03-01-2012 End Date: 05-15-2012	Due Date ( mm-dd-yyyy)	Day #
<input type="checkbox"/>	Employee writes self-appraisal		03-15-2012	15
<input type="checkbox"/>	Manager writes employee appraisals		03-25-2012	25
<input type="checkbox"/>	HR rep approves appraisals		04-01-2012	32
<input type="checkbox"/>	Manager meets with employee and makes final comments.		04-08-2012	39
<input type="checkbox"/>	Employee sign-off		04-08-2012	39
<input type="checkbox"/>	Manager sign-off		04-08-2012	39
<input type="checkbox"/>	Second level manager approves appraisals		04-09-2012	40

The taskbar at the bottom shows the Start button, several application icons, and system tray information including "33°F 4:00 PM".