

SAMPLE EMAIL TO DIRECT REPORTS:

Dear _____,

The 2013 Performance Evaluation process for calendar year 2012 is now open. Please follow the instructions below to complete your part of the appraisal process no later than Friday, January 25, 2013.

Please log into Halogen eAppraisal (instructions were provided in the email from hrappraisal@ameslab.gov on Wednesday, January 9, 2013) and provide the following information:

1. Previous Goals - From the Halogen eAppraisal home page, click on the My Performance tab and then click Goals (on the right) to review and update your goals. Once your Goals are updated, return to the Home page.
2. Position Description - From the Home page in My Tasks area, click on Write performance appraisal. Answer the Y/N question under Accuracy of Position Description, indicating if the duties and responsibilities listed on your current Position Description (PD) are correct.

In order to answer this question, you will need to log into ISU's Classification and Compensation System to view your current PD. Use the link embedded in the evaluation form (right above the Duties and Responsibilities heading) for instructions on accessing your current position description. The document contains instructions on how to log on to the ISU Classification and Compensation system to view your PD.

First time users and returning users who know their username and password can log into the Classification and Compensation System with their username and password. If you logged into the system previously and do not know your user id or password, please call the number listed on the screen to have your credentials reset.

While you have your PD open, please cut and paste your essential Duties and Responsibilities into the corresponding section in the evaluation form. If a duty is entered on the performance evaluation, the system requires you to select one of the radio buttons on the right rating your performance of that duty. Please rate yourself! In addition, if you do not use all of the duty/responsibility boxes provided, please select the radio button "Not Required".

3. Required License/Certification – Answer the Y/N question and provide license/certification information if applicable.
4. New Goals – Complete the Establishing New Goals section. Please provide 1 to 4 goals for 2013.
5. Significant Accomplishments – Please attach a list of significant accomplishments from the previous year. From the Home page, click on My Performance and then click on Documents. Click on Add (on the right) to attach your document.

If you have trouble accessing the system or completing one of the tasks, please feel free to give me a call and I'll be happy to walk you through the process.