

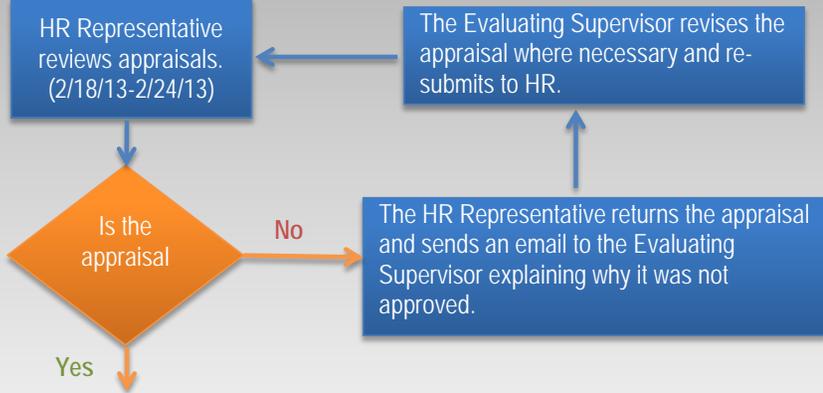
## Halogen eAppraisal Process Overview

Employee writes self-appraisal. (1/15/13-1/25/13)

At a minimum, job duties must be copied and pasted from online position description; previous year's goals reviewed; and boxes must be checked to confirm accuracy of job duties and licenses/certifications. Your Evaluating Supervisor may provide more specific instructions for the process.

Evaluating Supervisor writes appraisals for Direct Reports. (1/26/13-2/17/13)

The Evaluating Supervisor may add text to comment boxes as needed and complete the entire appraisal form.



Evaluating Supervisor meets with Direct Report. (2/25/13-3/15/13)

The Evaluating Supervisor will add final comments to the appraisal forms for Direct Report. Direct Report and Evaluating Supervisor will review the appraisal for clarification or additional information.

Evaluating Supervisor and Direct Report sign off on the appraisal. (2/25/13-3/15/13)

This is a confirmation by the Evaluating Supervisor and Direct Report that the appraisal is as accurate as possible. This is conducted at the end of the meeting described above.

Second Level Manager reviews and approves appraisal. (2/25/13-3/15/13)

The Second Level Manager reviews and approves the evaluation and sends additional information/feedback via email as needed.

ISU P&S or Merit Confirmation form is signed and submitted. (2/25/13-3/15/13)

This is the final step for the Evaluating Supervisor and Direct Report. The Evaluating Supervisor prints the confirmation form embedded as a link at the bottom of the evaluation form in the eAppraisal system. The form must be signed by both parties and returned to Ames Lab Human Resources.

Appraisal process is complete.