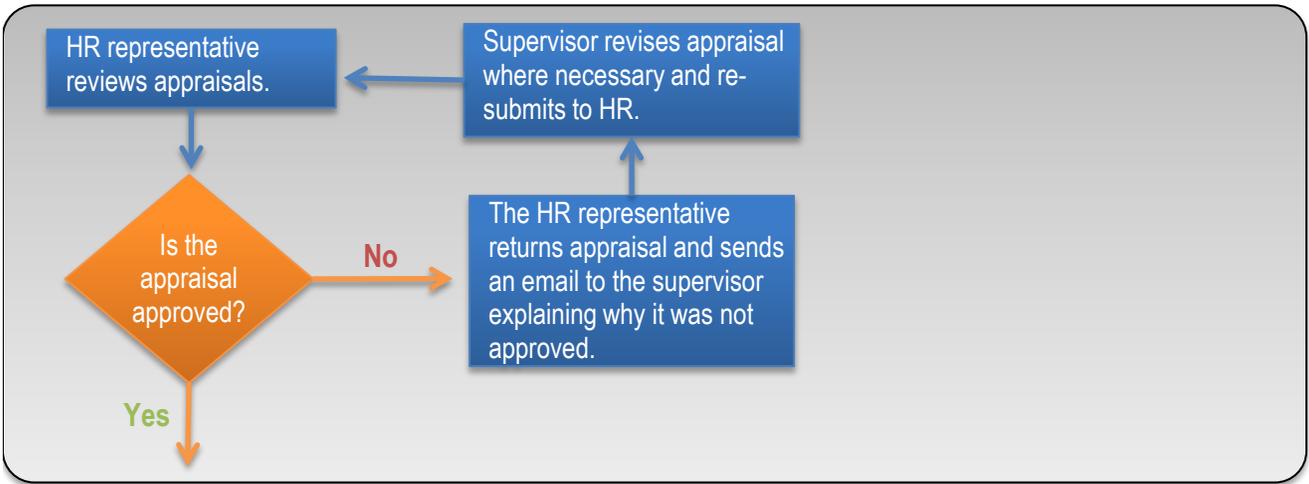


Halogen (e-appraisal) Process Overview

Employee writes self-appraisal. At minimum, job duties must be copied and pasted from online position description, previous year's goals must be entered, and box must be checked to confirm accuracy of job duties. Supervisor/manager will provide more specific instructions for the process.

Supervisor/manager writes appraisals for direct reports. Supervisors/managers may add text to comment boxes as needed, and complete the entire appraisal form.



Evaluating supervisor meets with employee. The supervisor/manager will add final comments to the appraisal forms for direct reports. Employee and supervisor/manager will review the appraisal for clarification or additional information.

Evaluating supervisor and employee sign off on appraisal. This is a confirmation by the employee and supervisor/manager that the appraisal is as accurate as possible. This is conducted at the end of the meeting described above.

Second-level supervisor reviews appraisal. The second level supervisor reviews the process only. If the second level supervisor has comments, these must be done by email or by using annotations to comment.

ISU P&S Confirmation form or Merit Confirmation form is signed and submitted. This is the final step for the employee and supervisor/manager. The supervisor/manager prints the confirmation form using the link on the Halogen home page. The form must be signed by both parties and returned to Human Resources.

Appraisal process is complete.