

Writing Your Self-Appraisal

Complete your self-appraisal during the month of November

- You will receive an email notification from PerformMinneapolis on November 3 indicating you have a task to complete.
- Collect information about your accomplishments.
- Log on to Halogen.
- In Halogen, click on the task "Write your self-appraisal."
 - Rate your work expectations and provide concrete information about how you met the goal. List your *accomplishments*, not your activities.
 - Rate yourself on the six Job Success Factors and write comments.
 - Answer the four questions.
 - Select one of the career development options.
 - Save the form
 - Save as Draft while you continue to work on the self-appraisal (you need to save as draft before you can print the form);
 - Save and Submit when you are satisfied with what you've written (the form can be viewed under "Evaluations" in "My Performance").
 - Print a copy for yourself
- Tell your supervisor that you have completed your self-appraisal. Halogen does not send an email notification. Your supervisor can view the form under "Evaluations" in "My Employees."
- Complete the form in Halogen at least one week before your scheduled meeting with your supervisor.

During the months of December, January and February

Meet with your supervisor to

- Discuss your performance
- Sign off on your performance appraisal
- Meet with your supervisor to discuss work expectations for 2016
- Enter your work expectations
- Sign off on your work expectations

There will be a refresher class on writing goals sometime in early February.

For help or questions, email perform.minneapolis@minneapolismn.gov



Important dates FOR EMPLOYEES

During the month of
November:

▪ Complete your Self-Appraisal
During the months of
December, January and
February

- Meet with your Supervisor to discuss performance
- Agree to work goals for the upcoming year

By February 28, 2016:

- Sign off on your Performance Appraisal
- Sign off on 2016 Work Expectations

FOR SUPERVISORS

During the month of
November:

- Encourage employees to complete a self-appraisal

During the months of
December, January and
February

- Meet with each of your employees to discuss performance
- Agree to work expectations for the upcoming year

By February 21, 2016:

- Sign off on your employees' Performance Appraisal
- Sign off on your employees' 2016 Work Goals



TIPS

1. You can find the link to Halogen on CityTalk under Work Tools
2. Do NOT put a shortcut to Halogen on your desktop! Add it to your Favorites.
3. Your Halogen User ID is your 6-digit employee ID. If you cannot remember your password, click on "Forgot password."
4. If the work expectations that appear on your Halogen form are incorrect, discuss this with your supervisor. You may be able to edit goals if necessary.



ATTENTION!

THREE STEPS TO COMPLETE

1. Self-appraisal
2. Appraisal
3. Expectation Setting