

# COPYING WORK EXPECTATIONS

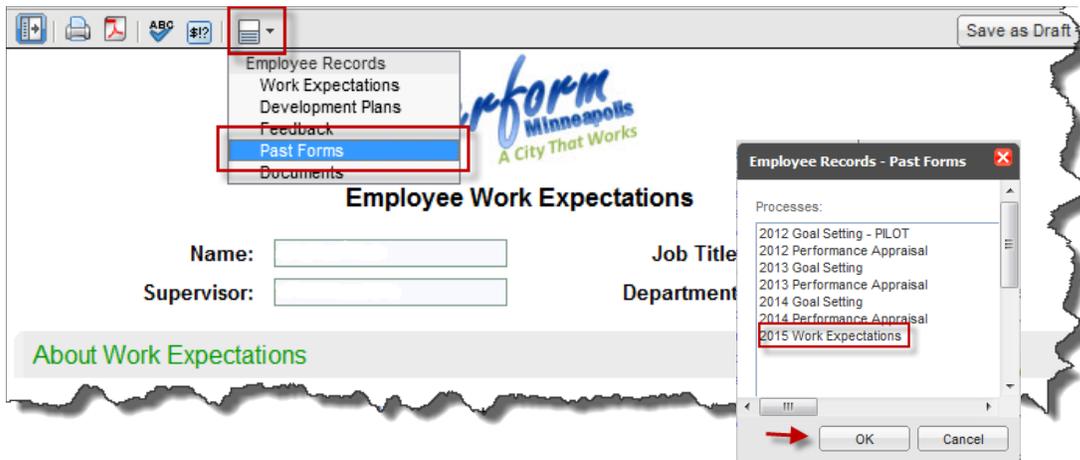
If your 2016 work expectations are the same or similar to your 2015 work expectations, you can copy them to your 2016 work expectations form and edit them as necessary.

Here are the steps to copy 2015 work expectations to 2016:

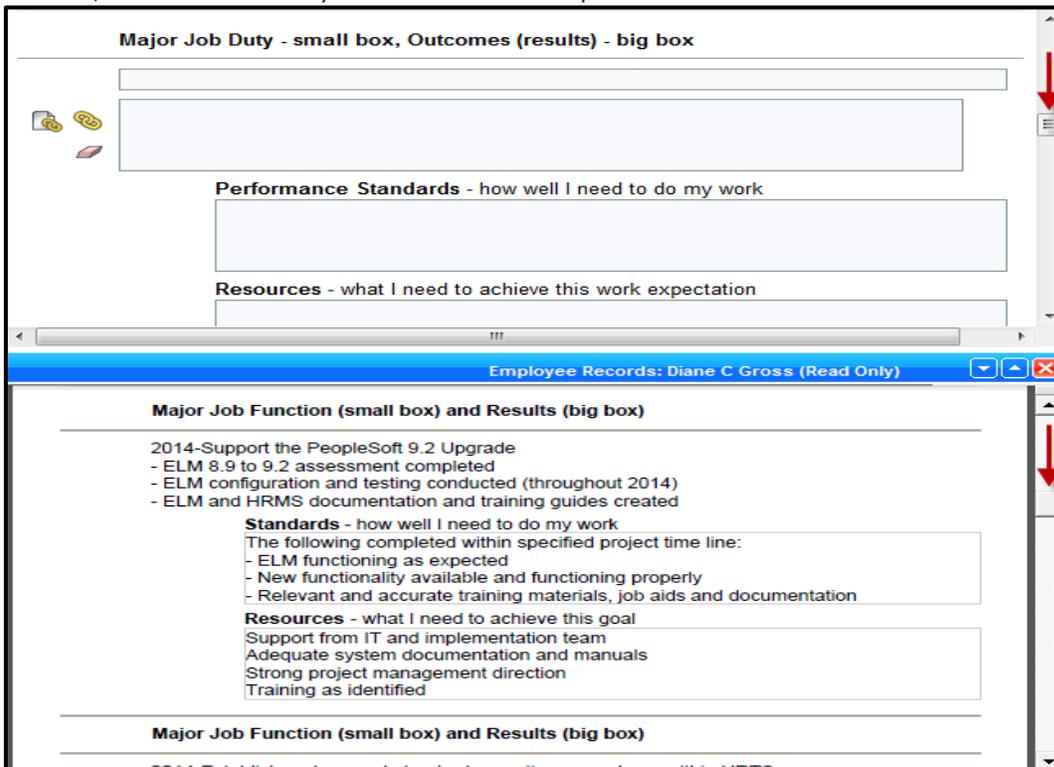
1. Open your 2016 work expectations form from the link provided on your Halogen Home page.



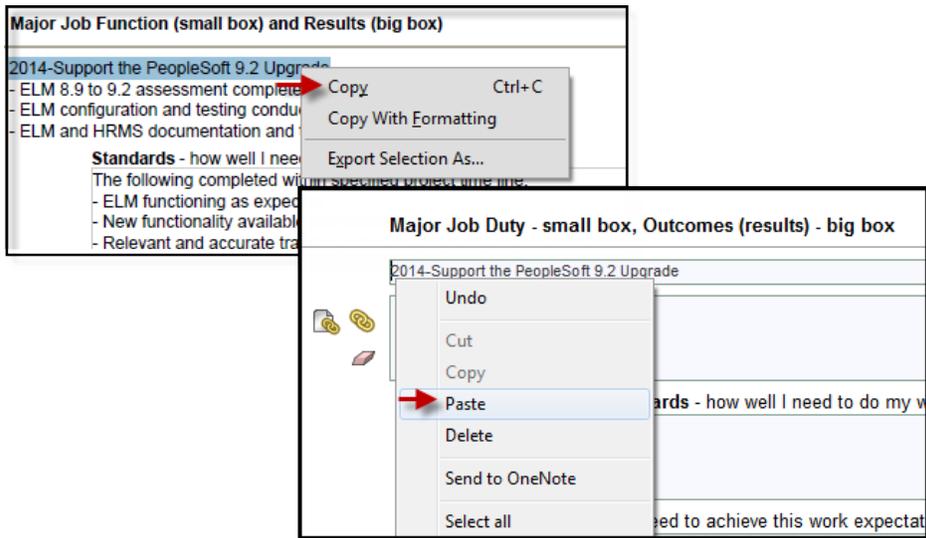
2. Split your screen , select "Past Forms" and then select 2015 work expectations so that you can see your 2015 work expectation form below your 2016 work expectations form.



3. In the top window, scroll down to where you will enter your first 2016 work expectation. In the bottom window, scroll down to see your first 2015 work expectation.



4. Select and copy the first Major Job Function in the bottom window and past it into the Major Job Duty box in the top window.



5. Repeat copy and paste for the rest of the work expectation components (Results, Standards, and Resources).

**NOTE:** Don't forget to link each work expectation to a department goal using the link symbol next to the expectation.

6. Scroll both windows to see the next work expectation/work goal and repeat the copy/paste steps above.