Frequently Asked Questions about Halogen

How do I access Halogen?

Located in the lower right side of your insideloyola.edu page, under your "Quick Links" you will click on "Performance Management System". Single sign-on has been installed, so once you click, you will automatically be redirected to your personalized Halogen page.

Who do I contact if I can't access Halogen?

Call the OTS helpdesk at x5555

Who should I contact if I have any questions about the evaluation process?

Contact your generalist or send an email to: performancereview@loyola.edu. The generalists and their divisions are:

- Maryalice Burnham, Sr. HR Generalist for Academic Affairs, Ext. 1345
- Jeanette Marshall, HR Generalist for Business & Finance, Enrollment Management and the President's Office, Ext. 1343
- Michele Montoya, HR Generalist for Administration, Advancement, Student Development & EVP, Ext. 1372

If your generalist is unavailable, you can also contact:

- Amy Butwin, Director of HR Generalist Services, Ext. 1367
- Natalie Baurreto, Program Assistant, Ext. 1370

Where can I find information about this year's performance evaluation process?

The performance appraisal timetable, the program guidebook, and a list of training and online resources may be found on the human resources website at:
http://www.loyola.edu/hr/programs/performance/annual.html.

How do I set my team up to do self-appraisals?

Once you get into your Halogen account you'll click on "Complete appraisals for your direct reports." You will be redirected to a list of employees that report to you. Once there you'll see a list of your employees. Click the check box to the left of their names and then click "Launch Self-Appraisal" in the gray task bar. Be advised that once you initiate a self-evaluation, you cannot make any supervisory or form changes. Please be sure the individuals on your page report to you and the appropriate evaluation forms are identified before initiating a self-evaluation.

What if my employees are missing or Halogen lists individuals who are not my direct reports?

The office of human resources has made every effort to ensure correct supervisors are identified, but if there is an error, contact your generalist immediately. The change may require supervisory approval and an email, and the change will also be made in our Human Resource Information Data Base. You can call your HR Generalist on their direct extension, or you can call Natalie Barrueto, Program Assistant at Ext. 1370 for assistance.

If I didn't complete my appraisal in Halogen last year, where is it?

If you completed a paper evaluation last year, it was placed in your personnel file. If you do not have a copy of it, you can call Human Resources at Ext. 2354 to request a copy.

One of my employees is listed under "My Employees" but is not listed under "Task Status". What does this mean?

This usually means that the employee is your direct report, but you recently completed a provisional evaluation for the employee. You are not required to complete another evaluation for any administrator who received a provisional evaluation in the past 180 days, or a staff employee who received a provisional evaluation in the past 90 days.

Evaluations for my department have been reviewed and returned to me. How does the employee "review" and "sign off"?

Once evaluations are complete, meet with each of your direct reports and discuss the evaluation. Once you have met with your direct reports and completed the task, your employees will be able to sign off on the evaluation electronically.

The self-evaluation form reads more like something my manager should complete. Am I completing the correct form?

Yes, employees evaluate themselves on the same form their manager would use. This allows employees to provide direct feedback to a manager on the specific areas they would be evaluated on.

I'm trying to complete my self-evaluation and I keep getting the message "in section, the weighted past goal must be scored". What does this mean?

Did you leave any sections blank? Every area that can be rated on the form needs to be rated in order for the form to be considered "complete." Directly below the place where you record your accomplishments toward the goal, there is a drop-down menu where you can give yourself a rating. If you don't want to assign yourself ratings for past goals/goal achievements you should choose N/A from the drop-down menu.

How would I view my self-evaluation or my evaluation from last year?

You can access your self-evaluation by clicking on the "My Performance" tab at the top of the screen. Once there click on the evaluations section (the only evaluation that should be there is from last

year). In the column all the way to the right-hand side you can click on “View” to see a PDF copy of your self-evaluation from last year.

I now received an alert of "task past due" but cannot determine what next step is needed or how to proceed through the system?

This could indicate you completed the task but forgot to click "Complete" in the upper right-hand corner to send it to the next level. If you can’t figure it out, please feel free to call your Generalist for assistance.

How do I submit my comments on my evaluation?

Once you log in you’ll need to click Employee Signature. Then you can add comments and electronically sign-off by clicking “Sign-off” in the upper right-hand corner of the form.

How do I add a paper self-evaluation or any supporting documentation into Halogen system?

Only a supervisor can add supporting documentation in Halogen. Once you log in you’ll need to click on “My Employees” at the top of the screen. You will see a list of your direct reports. To the far right of the screen there is a column called “Documents”. Click on the number of documents available in the system for an employee. You are then redirected to their documents page. Click “Add” to add a file and then browse to find the document. You must remember to give the document a name and select the appropriate visibility level (management **or** employee and management) for the document.

Why did the information “disappear” from Halogen?

The system “times out” if it is left unused for a period of time. This is a security feature. Remember to save the information periodically.