Halogen eAppraisal

FAQ
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A. Halogen eAppraisal Overview

Question A-1: What is Halogen eAppraisal and what browsers does it work with?

Answer A-1: Halogen is the New Performance Assessment Tool for Professional & Managerial and Confidential staff members. The tool will allow the online management of the performance assessment form as well as automation of approval workflows for the entire process.

It is compatible with the following browsers:

For End-User Client (Manager, Employee, Reviewer, HR Admin Rep,)
- Windows: MS Internet Explorer 7, 8 or 9, or Firefox 11.0+, or Chrome 18.0+
- Mac OS X: Safari 5.0+, or Firefox 5.0+
- Adobe Acrobat Reader 8, 9 or 10

For HR Administration Client
- MS Internet Explorer 7, 8 or 9
- Java J2SE runtime environment (JRE) 5.0 or 6.0 required for the document upload applet in the administration interface.
- Adobe Acrobat Reader 8, 9 or 10

Please note: If you are using browsers versions that are not listed here you could experience some issues with the tool. One option to remedy this would be to use Compatibility View in Internet Explorer.

For Mobile & Tablet Devices

Mobile and Tablet users will be able to complete the performance assessment forms in Halogen. Depending on your mobile version and platform limited functionality of additional features (such as document attachment or feedback attachment) is possible.

B. First time Login Requirements

Question B-1: How do I log in to Halogen eAppraisal for the first time?

Answer B-1: You can login to Halogen eAppraisal by going to the Performance Assessment landing page (Users will require their AMS user ID and to set a password in Halogen to logon).

Upon initial login you will be prompted to set up 3 security questions to be used for password reset purposes.

AMS ID is similar to your ESS ID. If you have are not sure or forgot your
C. Forgot my Password

Question C-1: I forgot my Password?

Answer C-1: If you have forgotten your password you can either:

- Go to the Performance Assessment landing page.
  - Click on the Respective Staff group - blue hyperlink.
  - Click on the Halogen eAppraisal blue log on button.
  - Click on the Forgot Password and follow the instructions.

Note: Passwords must satisfy the following criteria:

- Be different from your username
- Be at minimum 8 characters in length (but not exceed 99 characters)
- Contain mixed case letters
- Contain Numbers

For additional assistance you can also contact your respective HR Divisional Office.

D. Navigating Halogen eAppraisal

Question D-1: How do I navigate and use Halogen eAppraisal?

Answer D-1: To navigate Halogen eAppraisal please review Halogen Navigational video on the Performance Assessment (Respective Staff Group - blue hyperlink) landing page.

E. Attach Feedback in Halogen eAppraisal

Question E-1: How do I create and share feedback with my Reviewer in Halogen eAppraisal?
### F. Attach Documents in Halogen eAppraisal

**Question**
F-1: How do I create and share documents with my Reviewer in Halogen eAppraisal?

**Answer**
F-1: Click on the My Performance tab > Documents > Add > Browse to attach your documents. They will automatically be available to your reviewer to view.

For more information please review Section 2 in the Halogen Additional Functionality Guide.

### G. View Attached Documents and Feedback in Halogen eAppraisal

**Question**
G-1: How do I view attached documents & feedback in Halogen eAppraisal?

**Answer**
G-1: Click on the split screen icon to view the various kinds of attached/created documents.

For more information please review Section 3 of the Halogen Additional Functionality Guide.

### H. Online Access and Display Issues

**Question**
H-1: The Halogen eAppraisal is not displaying?

**Answer**
H-1: For more information please review of the Halogen Technical Issues Guide.
I. Other Technical Issues

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-1:</td>
<td>I-1: Click on the “Help Icon” in Halogen eAppraisal and then on the “contact us” option.</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>I-1b: Send an email to <a href="mailto:compensation.hr@utoronto.ca">compensation.hr@utoronto.ca</a>.</td>
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J. Reporting

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>J-1:</td>
<td>J-1: Halogen has a very robust library of reports. They are available to the role you are assigned in the process.</td>
</tr>
<tr>
<td></td>
<td>Please refer to the Reviewer Guide or the HR Admin Guide on the Portal (HR Omnibus) for more details.</td>
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K. Incorrect Reviewer Reporting Relationships

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>K-1:</td>
<td>K-1: My reviewer reporting relationship is incorrect in Halogen eAppraisal?</td>
</tr>
<tr>
<td></td>
<td>K-1: Please contact your Divisional HR Office to have this rectified.</td>
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