

# Writing Your Self-Appraisal

## Complete your self-appraisal during the month of November

- You will receive an email notification from PerformMinneapolis on October 29 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 goals 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 goals for 2014
- Enter your work goals
- Sign off on your work goals

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

For help or questions, email [perform.minneapolis@minneapolismn.gov](mailto: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, 2014:

- Sign off on your Performance Appraisal
- Sign off on 2014 Work Goals

## 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 goals for the upcoming year

By February 21, 2014:

- Sign off on your employees' Performance Appraisal
- Sign off on your employees' 2014 Work Goals



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 goals 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. Goal Setting