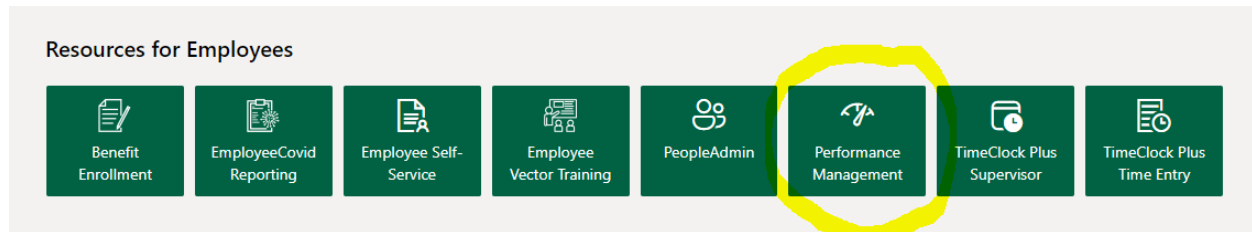




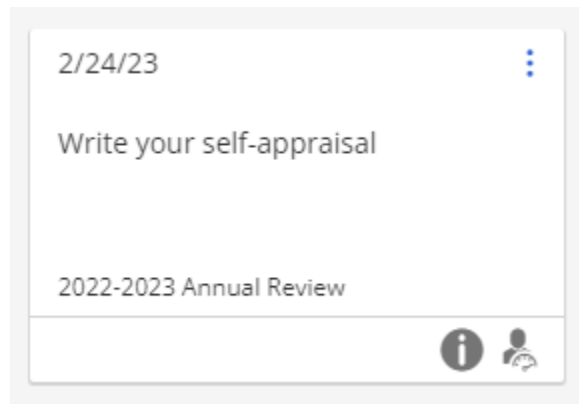
Department of Human Resources

Steps for completing the Self-Appraisal in Halogen:

1. Log into the Performance Management tool through the link on Inside.Loyola.edu. It will be located under “Resources for Employees”.



2. Once you logged in, the Tasks section on the top of the Halogen home page will display your self-appraisal that needs to be completed. Clicking on the box will open the appraisal form.



3. Please review the top section of the form to ensure your name, title, department and supervisor is correct. If the information is incorrect, close the form do not save and reach out to your manager or Human Resources at HumanResources@loyola.edu.



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4. Review Loyola’s mission, vision, and values and provide comments for how you have supported the mission, vision and values in the past year.

Loyola Mission, Vision, and Values	
<p>Our Mission: Loyola University is a Jesuit Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideal of liberal education and development of the whole person. Accordingly, the University will inspire students to learn, lead and serve in a diverse and changing world.</p>	<p>Our Vision: Loyola University Maryland, anchored in Baltimore, will be a leading national liberal arts University in the Jesuit, Catholic Tradition.</p>
<p>Academic excellence – promotes a love for learning, discovery, and integration across a wide range of disciplines and interests.</p> <p>Focus on the whole person – honors, cares for, and educates the whole person by encouraging constituents to strive after intellectual, physical, psychological, social and spiritual health and well-being.</p> <p>Integrity and Honesty – integrity and honesty that is manifested in an atmosphere of open, civil discourse and careful, respectful listening where freedom of thought and expression are valued and protected.</p> <p>Diversity – encourages openness to new discoveries, ideas, methods, and perspectives and actively encourage and celebrate diversity in all forms.</p> <p>Community – strives to define goals and values clearly so as to ensure unity of purpose and to encourage shared ownership for the University’s mission and vision.</p> <p>Justice – strives to foster global awareness, as well as a sense of solidarity with and care for all who struggle for justice. In particular, the University strives to foster awareness and understanding of first-world privilege, and of its attendant responsibilities for leadership and for advocacy of social and structural change.</p>	<p>Service – offers to all community members a rich variety of opportunities for solidarity and service both within and beyond the institution.</p> <p>Leadership – identifies, develops, encourages, and rewards the exercise of gifts of leadership in all community members in all areas of their lives.</p> <p>Discernment – encourages the practice of regular reflection and self-examination which foster awareness of the personal freedom (or lack thereof), a sense of personal responsibility for choices and actions, and a balance between enlightened self-interest and promotion of the common “greater” good.</p> <p>Constant Challenge to Improve – strives for improvement on an ongoing basis by holding out an ideal of personal wholeness and integration as the ultimate horizon of growth, while simultaneously recognizing that development and growth require time and sustained effort. The University seeks to encourage its constituent members to think creatively and to challenge the status quo when appropriate. Loyola also seeks to foster habits of learning, inquiry, and personal and corporate self-examination that encourage ongoing growth and change in its members.</p>
<p>Please provide specific examples of how Loyola’s Institutional values were exhibited in the work setting. Discuss strengths and opportunities for improvement. The employee should provide a self-assessment, indicating how they have given expression to Loyola’s mission through their work.</p>	
<p>Comments <input style="width: 90%; height: 30px;" type="text"/></p>	



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5. This section refers to the job duties as described in your position description. Think about your day-to-day job duties and provide comments about your strengths and/or area for improvement in the comment section provided.

Job Description
Score: / 5.0 (30%)

Job Duties
Please rate the employee's job responsibilities for the review period. These should include the major responsibilities from the employee's position description and may occasionally include other responsibilities.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement

Job Description Comments

Provide strengths and/or areas for improvement. Provide specific examples for a score graded above or below a "Meets Expectations" score. Include other comments as appropriate.

6. Review past years' Strategic and/or Operational Goals and provide a rating for each goal. If the goals did not populate, you can manually enter the goals from your last evaluation. If your previous Goal is not applicable because things changed during the year, you may mark the goal as Not Applicable.

Score: / 5.0 (40%)

Goals/Performance Standards	Results Achieved	Score	Weight
Title: <input style="width: 100%;" type="text"/> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>	<div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>	<input style="width: 50px;" type="text"/> /5.0	<input style="width: 50px;" type="text"/> %
Rating: <input style="width: 100%;" type="text"/>			

Add Past Goals

Exceptional
 Exceeds Expectations
 Meets Expectations
 Below Expectations
 Needs Improvement
 Not Applicable

Core Competencies

Select a rating demonstrated by the employee during the review period for the following competencies. Use the Planned Skills for improvement or to develop and reinforce strengths.



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7. Review the Core Competencies and provide a rating for each competency.

Core Competencies						
Select a rating for the performance level demonstrated by the employee during the review period for the following competencies. Use the Planned Skilled Development column to address plans for improvement or to develop and reinforce strengths.						
Core Competencies	Score: <input style="width: 40px;" type="text"/> / 5.0 (15%)					
Competency	Rating					
	5	4	3	2	1	N/A
Cross-Cultural Sensitivity Demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different cultures. Makes adjustments in how he or she communicates out of respect for cultural differences and minimizes the number of cross-cultural misunderstandings. This is quite different from those individuals who invest little or no time attempting to understand cultural differences and whose efforts to communicate across cultures often leads to misunderstandings.	●	●	●	●	●	●
Productivity/Quality Has established a track record of producing work that is highly accurate, that meets or exceeds productivity standards that have been established for his/her organizational level or position. Demonstrates attention to detail and reflects well on the organization. Has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved. Is personally committed to high quality work and encourages others to have similar standards. This differs from those who cannot be relied upon to produce high quality work, pay little attention to detail, show little pride in a job well done and/or set a poor example for co-workers. These individuals fail to meet standards due to a shortfall in essential skills, ability or the level of energy/effort required.	●	●	●	●	●	●
Dependability Makes and fulfills commitments. Has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. Willingly makes promises and fully intends to keep them. Arrives at work on time and ready to contribute. Shows up for meetings well-prepared. This contrasts with individuals who have proven to be unreliable when others have counted on them to show up on time, meet deadlines and expectations, or arrive prepared and ready to contribute.	●	●	●	●	●	●

8. Enter any comments regarding competencies.

Competencies Comments
Provide strengths and/or areas for improvement. Provide specific examples for all competencies graded above or below a "Meets Expectations" score. Include other comments as appropriate.
<div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Competencies Comments</div> <div style="text-align: right; margin-top: 5px;"> </div>



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9. Review with your manager and enter your New Strategic and/or Operational Goals. Please ensure all goals add up to a weighting of 100%.

New Strategic and/or Operational Goals

Identify a minimum of two new goals. These goals must be those the employee agreed to accomplish over the coming year.

Project Goals are specific assignments to participate in or manage ongoing or future projects. When setting project oriented goals, outline the scope of the role the employee is to play, lists resources and completion time frame and define the desired result.

Enter additional goals by clicking on the "Add New" button.

Goals	Weight
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 90%;"> <p>Title: <input style="width: 95%;" type="text"/></p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div> <div style="width: 5%; text-align: center;"> <input style="width: 80%; height: 25px;" type="text"/> % </div> </div> </div>	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 90%;"> <p>Title: <input style="width: 95%;" type="text"/></p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div> <div style="width: 5%; text-align: center;"> <input style="width: 80%; height: 25px;" type="text"/> % </div> </div> </div>	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 90%;"> <p>Title: <input style="width: 95%;" type="text"/></p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div> <div style="width: 5%; text-align: center;"> <input style="width: 80%; height: 25px;" type="text"/> % </div> </div> </div>	

Add New Goal

10. Discuss with your manager and add your Professional/Service Development Plan.

Professional/Service Development Plan

Supervisors and employees should use this section to plan for activities that:

- develop professional skills and competencies
- allow for participation in service and mission related programs
- address career development goals and aspirations

Please refer to the [Mission and Community Service Leave policy](#) for ideas on how to incorporate these activities into the annual planning.

Professional/Service Development Plan

Title:

Add Development Plan



11. Please use the final section for your overall comments.

Comments

This section is for optional employee comments.

Supervisor Overall Comments:

ABC

Employee Overall Comments:

ABC

12. Once all sections are complete, review for all errors and then click on the complete button at the top of the page.

Print
 Spelling
 Check Language

Employee Records
 Appraisals

Save Changes
 Complete

Form Navigator <

2020-2021 Annual Supervisor Performance Procedures
 DEFINITION OF RATINGS
 Loyola Mission, Vision, and Values
 Job Description

13. You will receive a final warning prior to the appraisal being submitted.

IC7sB5ByHBxFf4QIS_sPwLmw/form

global.hgncloud.com says

Once you complete the step, you will not be able to modify the section(s) you are currently editing.

Click OK to save or click Cancel to return to the form.

OK

Cancel

Michael Jimenez

Employee Records

Appraisals

Goals



Department of Human Resources

14. Once the Appraisal has been submitted the save and submit buttons will change to Completed.

(15) ANNUAL REVIEW PROCESS (NEW FORMS) / MICHAEL JUHETEZ

The screenshot shows a web application interface. At the top, there are three icons: a printer for 'Print', a person for 'Employee Records', and a person with a checkmark for 'Appraisals'. On the right side, there is a green checkmark icon followed by the text 'Completed'. Below these elements is a 'Form Navigator' section with a left-pointing arrow and the text '2020-2021 Annual Supervisor Performa'. At the bottom right, there is a small Loyola University Maryland logo.

For more resources, please visit the Human Resources website page at <https://www.loyola.edu/department/hr/compensation/performance>.