

Frequently Asked Questions

Q: How do I access Halogen?

A: Located in the lower right side of your insideloyola.edu page, under your “**Resources for Employees**” you will click on “**Performance Management**”. Single sign-on has been installed, once you click you will automatically be redirected to your personalized Halogen page.

Q. Who do I contact if I can’t access Halogen?

A. Call the OTS helpdesk at x5555.

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

A. If you need assistance with any aspect of the Performance Evaluation Process, please contact your HR Business Partner:

Name	Divisions Assigned	Extension
Toya Daily-Smith	Academic Affairs, SSBM, School of Education, Loyola College, Enrollment Management	ext. 1360
Tiffany Parker	Advancement, Marketing and Communications, Mission Integration, President’s Office, Business and Finance, Student Development	ext. 1334

You may also contact Mike Jimenez, Assistant Director HRIS at ext. 1340 or Georgeann Burton, Director of Compensation and HR Operations at ext. 1364 with any system-related issues.

Q. Where can I find information about this year’s performance evaluation process?

A. Additional resources may be found on the human resources website at:
<https://www.loyola.edu/departments/hr/compensation/performance>.

Q. What are we supposed to do with the mission, vision and values section?

A. This section in the performance forms for goal-setting is a non-scored component designed to encourage conversations between the supervisor and employee about how the employee’s work embodies our core mission and how the employee represents our values. The definitions within the form is a subset, though, so supervisors should review the entire definitions and talk about how these can be demonstrated within work life at Loyola. <https://www.loyola.edu/about/mission>. For ideas, watch members of the Loyola University Maryland community discuss ways in which they, their students, their departments and the University as a whole, approach and support the mission: <https://www.loyola.edu/departments/mission-integration/on-campus/encountering-mission>.

Q. What is the time period is covered for the annual evaluation?

A. The evaluation should review work from March 1, 2023 through February 29, 2024.

Q. What are the steps and important dates in the annual evaluation process?

Please refer to the website: <https://www.loyola.edu/department/hr/compensation/performance>

Q. How do I know if I need to do an annual evaluation for my new employee?

A. Employees hired on or after March 1, 2023 are included in the provisional evaluation process and therefore do not require an annual evaluation.

Q. Where can I get a copy of the job description?

A. Contact your supervisor.

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

A. The office of human resources has made every effort to ensure correct supervisors are identified, but if there is an error, contact your HR Business Partner immediately. The change may require supervisory approval and an email. You can contact your HR Business Partner with the information. If an employee is missing and a new hire, it may be that their provisional evaluation will be due first so therefore they will not be in the annual process.

Q. How do you assign the appraisal to a different manager?

A. You can change the manager under the “Task Status” menu. You will click on the employee you would like to change. On the middle right of the screen you will see a button that says “Assign to Other Supervisor”. Click the button and a search window will open. Once you find the manager you would like to assign the employee to, click on the name and hit send. The manager will receive an email notification and the review will show up under their Tasks. Only managers who have employees already listed under them will show up in the search function.

Q. What happens when a goal changes during the year or something supersedes it? Can they be changed or deleted?

A. Goals can and often should change throughout the year but should happen as a discussion between the supervisor and employee. While we do not recommend ever deleting goals that were established, if that goal is no longer relevant it can be rated as N/A (not applicable). If the supervisor wishes to modify a goal, they would contact their HR Business Partner to roll the evaluation back to a step in which goals are editable.

Q. Are self-evaluations required?

A. Employees are required to complete the self-evaluation as part of the performance evaluation process. Employees must physically submit the self-evaluation in Halogen in order for their supervisor to get the evaluation form.

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

A. This usually means that the employee is your direct report, but you recently completed a provisional evaluation for the employee, and they are not included in the annual performance evaluation process.

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

A. 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.

Q. I am trying to complete the evaluation and I keep getting the error message “In section, the sum of goal weights must equal 100 or 0”. What does this mean?

A. This message comes up when you have not weighed your new goals properly. The percentage weight of your goals must equal 100, you will need to type in a number beside each goal. Review the form to make sure no areas are left blank. If you don't want to assign yourself ratings for past goals/goal achievements, you should choose N/A from the drop-down menu.

Q. What is calibration?

A. The practice of performance calibration refers to the steps taken to make sure that managers apply a consistent set of standards in making performance ratings. The process ensures:

- A fair and objective performance appraisal of past performance is made for each employee in relation to others in similar roles and/or job levels, and;
- Managers apply similar standards to all employees.

Once the evaluations are written and scored, they will come to HR for review. HR will compile data and review with Vice Presidents as part of the calibration process. Supervisors will receive authorization to move forward with performance conversations after those meetings have occurred.

Q. Now that our job description/job duties are a rated part of the evaluation, what do I do if I think my job description is out of date?

A. Discuss this with your supervisor. The supervisor may request a copy of the job description from the HR Business Partner. If duties have changed over time (typically 25% or more), the supervisor may work with the HR Business Partner to update the job description to better reflect the work being performed. Please note that changing the duties within a job description does not automatically mean there's a compensable change. As always, job descriptions are reviewed against market data and priced based on those comparisons.

Q. How would I view my previous evaluation(s)?

A. You can access your previous evaluation(s) by clicking on the “My Performance” tab at the top of the screen. Once there click on the evaluations section. Click on the appraisal to view/print a copy of the evaluation.

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

A. 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're unsure, contact your HR Business Partner for assistance.

Q. How do I submit my comments on my evaluation?

A. 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.

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

A. Once evaluations are complete, meet with each of your direct reports and discuss the evaluation. Once you have met with your direct reports, login to Halogen to complete the "task". Then employees will be able to sign off on the evaluation electronically. The supervisor will not be able to sign off until the employee has signed off.

Q. Why did my information "disappear" from Halogen?

A. The system "times out" if it is left unused for a period of time. This is a security feature. Remember to save your information periodically.

Q. What is the difference between "Send for Review" and "Complete"?

A. "Send for Review" lets the supervisor send the evaluation to a 3rd party for feedback and review. "Complete" moves the evaluation forwards in the process and sends the evaluation to the second level supervisor to review. Once the second level supervisor approves the evaluation it is time for the supervisor and employee to meet and review the evaluation together.

Q. What are the reasons why I would use the "Send for Review" function? (Third party feedback)

A. You should only send the evaluation for third party feedback when the employee is a shared resource, or if the employee recently transferred to your department.

Q. How do I send my employee's appraisal to a third party for feedback?

A. Open the employee's appraisal you wish to send to a third party. Once you are in the appraisal on the top left side of the appraisal, there will be a button that reads "Send for Review". Once you click on this button it, it will open a search window for you to look up the third party. Once you find the third party, click on the name and hit send. The third party will receive an email notification and the review will show up under their tasks.

The third party will only be able to make comments and is not able to change evaluation scores or goals. Once the third party makes comments and hits complete it will return to the supervisor, the supervisor can review and acknowledge the comments and make any changes needed. Comments made by a third party will not be saved after the supervisor clicks complete.

Q. The "Performance Management" link is not working, what should I do?

A. First try a different browser. If you still cannot access the site, please contact Mike Jimenez, Assistant Director HRIS at ext. 1340 or Georgeann Burton, Director of Compensation and HR Operations at ext. 1364.

Q. What do I do if my employee is out on leave and will not return to sign off on the evaluation by the deadline?

A. Print the evaluation and meet with the staff when they return from leave. Once complete, send a copy of the evaluation signed by both you and the staff member to Human Resources to be uploaded into their Halogen portal.