

# Navigating Halogen



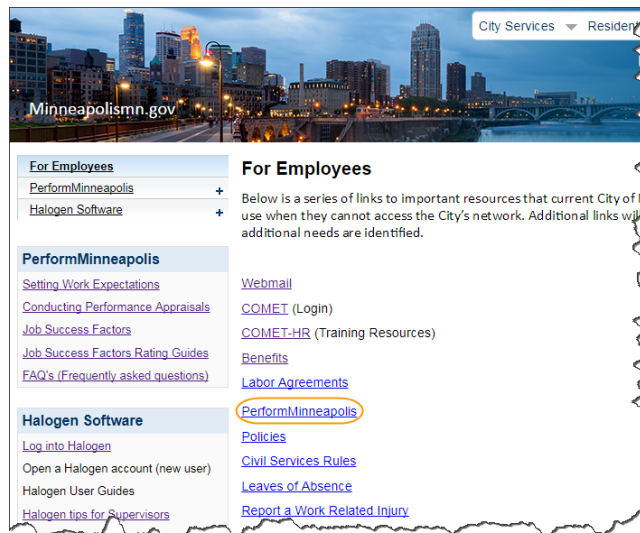
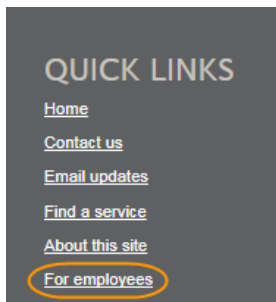
## Accessing Halogen

You can access Halogen several ways:

- CityTalk > Work Tools > Halogen (PerformMinneapolis)

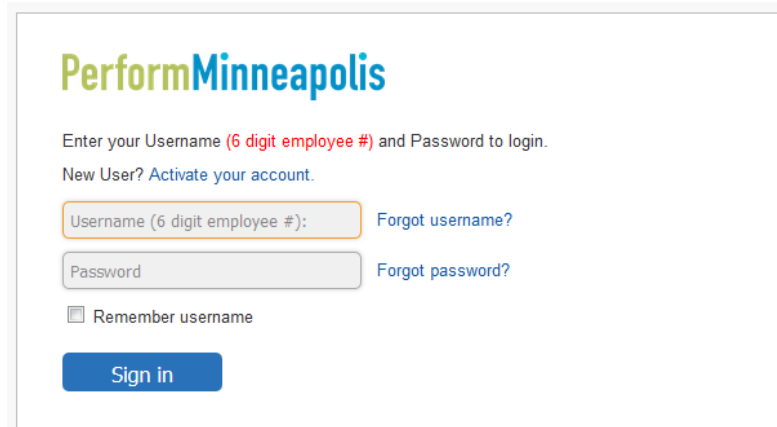


- City of Minneapolis Public website > Scroll down to Quick Links > For Employees > PerformMinneapolis



- Link in the Halogen Task or Activation Email

## Login Screen



## Halogen Home page

Every employee has a home page which shows

1. Tasks
2. PerformMinneapolis User Guides

The screenshot displays the PerformMinneapolis Home page. At the top left is the logo 'PerformMinneapolis'. On the top right are 'Logout', a gear icon, and a question mark icon. Below the logo is a navigation bar with tabs: 'Home' (highlighted), 'My Performance', 'My Employees', 'Task Status', 'Reports', and 'Talent View'. The main content area starts with a welcome message: 'Welcome Diane (test) Carol Gross' and 'Direct Manager: Rich (test) Martonik'. Below this is a 'My Tasks (You have tasks to do)' section. It features a table with columns 'Task' and 'Due Date'. A notification '1' indicates 'You have one or more new development plans without due dates.' A legend below the table defines icons: a red exclamation mark for 'Overdue', a yellow circle for 'My To-Do', a blue circle with a plus for 'Sent for Review', a grey circle for 'Not Ready', and a green checkmark for 'Completed'. At the bottom of the main content area is an 'Additional Resources' section with a notification '2' and links for 'PerformMinneapolis User Guides' and 'Tennessee Warning'. An orange arrow points from the 'My Performance' tab in the navigation bar to the 'My Performance Tab' section below.

If you are required to take action you will receive an email from [Perform.Minneapolis@minneapolismn.gov](mailto:Perform.Minneapolis@minneapolismn.gov) stating you have a task to complete

## My Performance Tab

The screenshot shows the 'My Performance' tab selected in the navigation bar. Below the main navigation bar, there is a secondary set of tabs: 'Work Expectations', 'Development Opportunities', 'Feedback', 'Forms', and 'Documents'. The 'Forms' tab is currently highlighted.

- **Work Expectations** – review your current work expectations or add a new one
- **Development Opportunities** – enter development plan items
- **Feedback** – add Journal Notes, send Recognition and review Supervisor notes
- **Forms** – performance appraisal forms
- **Documents** – upload documents relevant to your performance

## My Performance – Work Expectations

The screenshot shows the 'My Performance' section of the PerformMinneapolis application. It features a navigation bar with 'Home', 'My Performance', 'My Employees', 'Task Status', 'Reports', and 'Talent View'. Below this is a sub-navigation bar with 'Work Expectations', 'Development Opportunities', 'Feedback', 'Forms', and 'Documents'. The main content area is titled 'My Performance' and contains a 'Work Expectations' section with an 'Add' button circled in yellow. Below the buttons is a table with the following data:

Work Expectations	% Complete	Weight	Entered By	Modified Dat...	Due Date
Manage staff	0%	0	Diane (test) Carol Gross	07/27/2015	
Answer Phones	50%	0	Rich (test) Martonik	06/04/2015	
Administrative Support for Operations/Information Channel	20%	0	Rich (test) Martonik	02/25/2015	
Manage Projects	50%	0	Rich (test) Martonik	02/23/2015	

At the bottom, there is a legend: On Track (green circle), At Risk (yellow triangle), Not on Track (red circle), No Flag Set (grey circle), and Linked to Organizational Goal (blue globe).

Meet with your supervisor to establish 3 – 5 work expectations for the upcoming year. Here's [A Guide for Setting Work Expectations](#).

To review a work expectation: Click on any work expectation to see the details.

To add an expectation: Click **Add** and follow the instructions [Work Expectations](#); scroll down to "To Add a New Work expectation."

At the very least you should have a work expectation about learning your job.

The screenshot shows the 'Work Expectation Details' form for the employee 'Hayley halogenEmployee'. The form includes the following fields and sections:

- Title:** Administrative duties
- Outcomes (results):** Schedules and shift developed, Discipline panels participated in, Community meetings attended, Internship completed.
- Standards:** Work is assigned effectively, Active participation on panels, Build & maintain positive community relations.
- Resources:** Ongoing leadership training, Trip to date SCP's.
- Linked To:** None
- Category:** None
- Start Date:** [Calendar icon]
- Due Date:** [Calendar icon]
- Completed Date:** [Calendar icon]
- Send me a reminder:** [ ] days before the due date
- Then every:** [ ] days
- Status:** Select
- Percent Complete:** 0%
- Progress Flag:** On Track (green circle), At Risk (yellow triangle), Not on Track (red circle), No Flag Set (grey circle).
- Last Modified:** 07/09/2015
- Created Date:** 02/19/2015
- Notes:** Add a note

### Major Job Duty (small box) and Outcomes (big box)

**Learn new job**

1. Orientation tasks completed
2. Assigned tasks completed
3. Introductions with co-workers and contacts made
4. Trainings scheduled

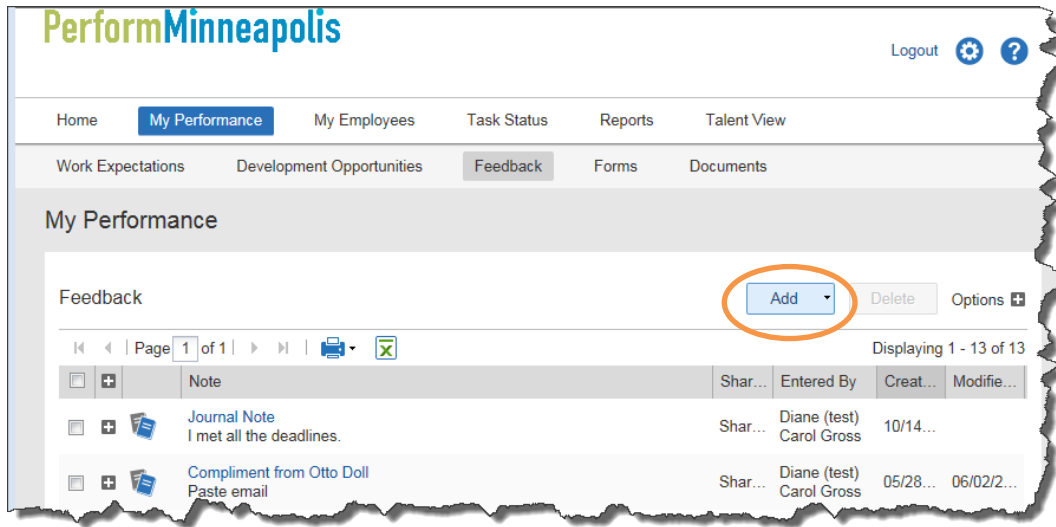
### Standards – how well I need to do my work

1. According to schedule
2. To the satisfaction of supervisor; demonstrate the ability to work 80% without help within 90 days
3. According to plan

### Resources – what I need to achieve this goal

- Orientation schedule
- Work instructions
- Introduction schedule
- Training schedule
- Tools and equipment

## My Performance – Feedback

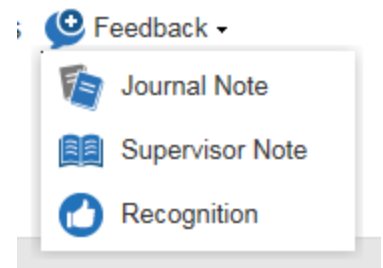


The screenshot shows the PerformMinneapolis interface. At the top, there is a navigation bar with 'Home', 'My Performance' (selected), 'My Employees', 'Task Status', 'Reports', and 'Talent View'. Below this is a secondary navigation bar with 'Work Expectations', 'Development Opportunities', 'Feedback' (selected), 'Forms', and 'Documents'. The main content area is titled 'My Performance' and contains a 'Feedback' section. In this section, there is a table with columns for 'Note', 'Shar...', 'Entered By', 'Creat...', and 'Modifie...'. Two entries are visible: 'Journal Note' and 'Compliment from Otto Doll'. Above the table, there are buttons for 'Add', 'Delete', and 'Options'. The 'Add' button is circled in orange.

You can review your feedback

Click on **Add** to

- add a Journal Note (an entry written by you about yourself –be sure to “share with supervisor.”)
- Add Recognition (a message sent by you recognizing another employee’s success.)



You can also add Journal Notes and Recognition from your home page.