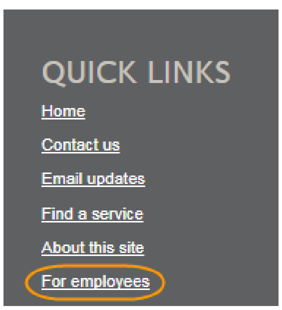
Navigating Halogen

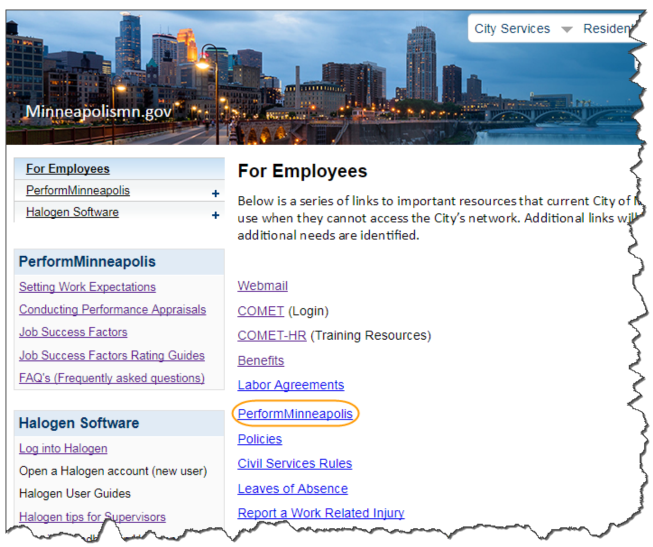
Accessing Halogen

You can access Halogen several ways:

- CityTalk > Work Tools > Halogen (PerformMinneapolis)

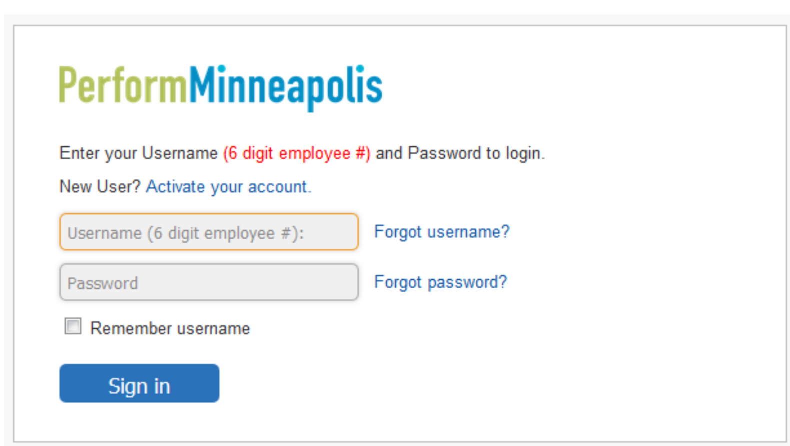
- City of Minneapolis Public website >Scroll down to Quick Links > For Employees > PerformMinneapolis





- Link in the Halogen Task or Activation Email

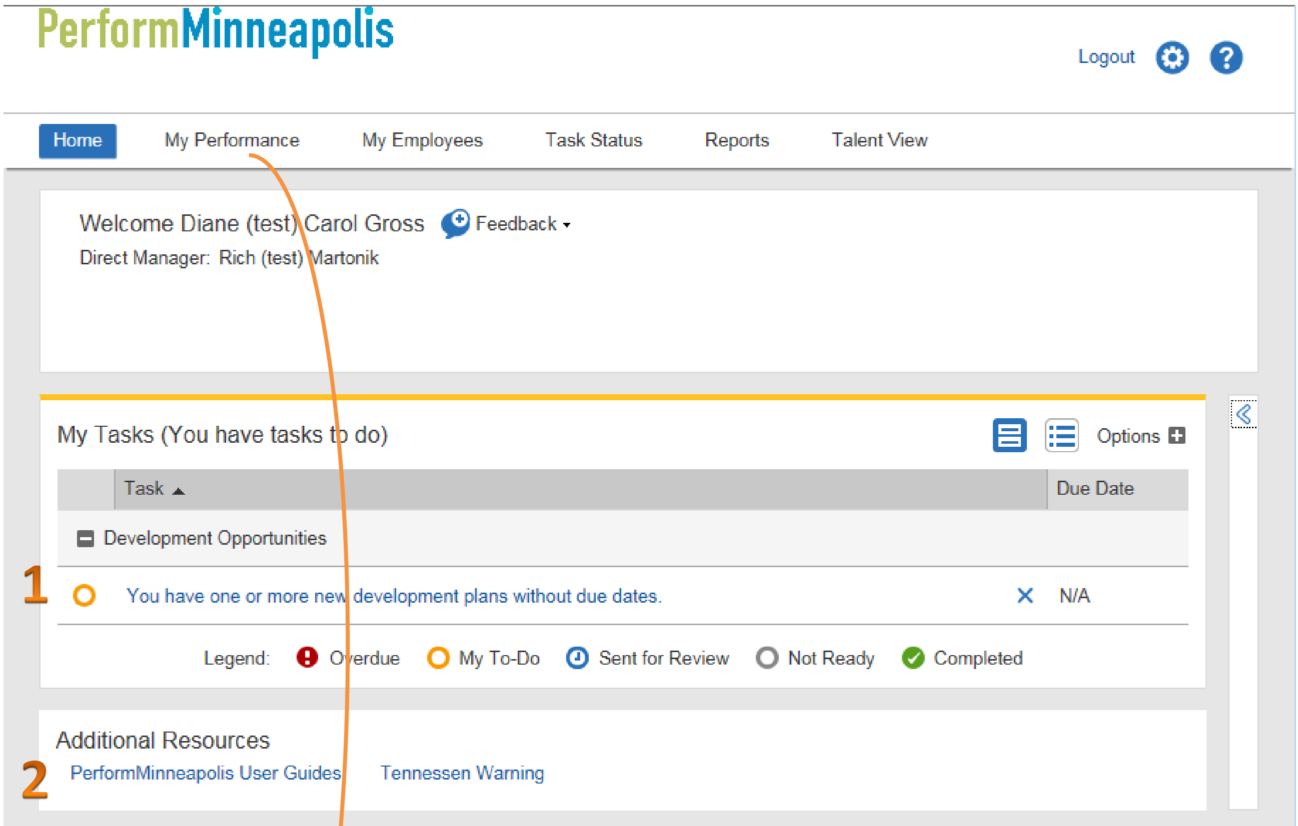
Login Screen



Halogen Home page

Every employee has a home page which shows

1. Tasks
2. PerformMinneapolis User Guides



If you are required to take action you will receive an email from Perform.Minneapolis@minneapolismn.gov stating you have a task to complete

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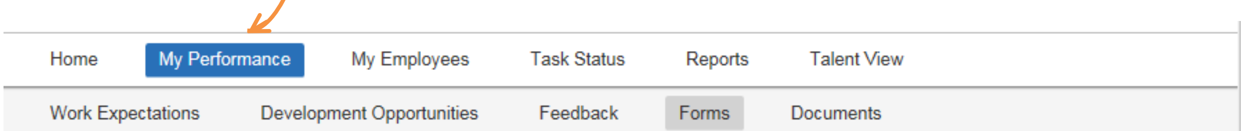
My Performance Tab



- **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

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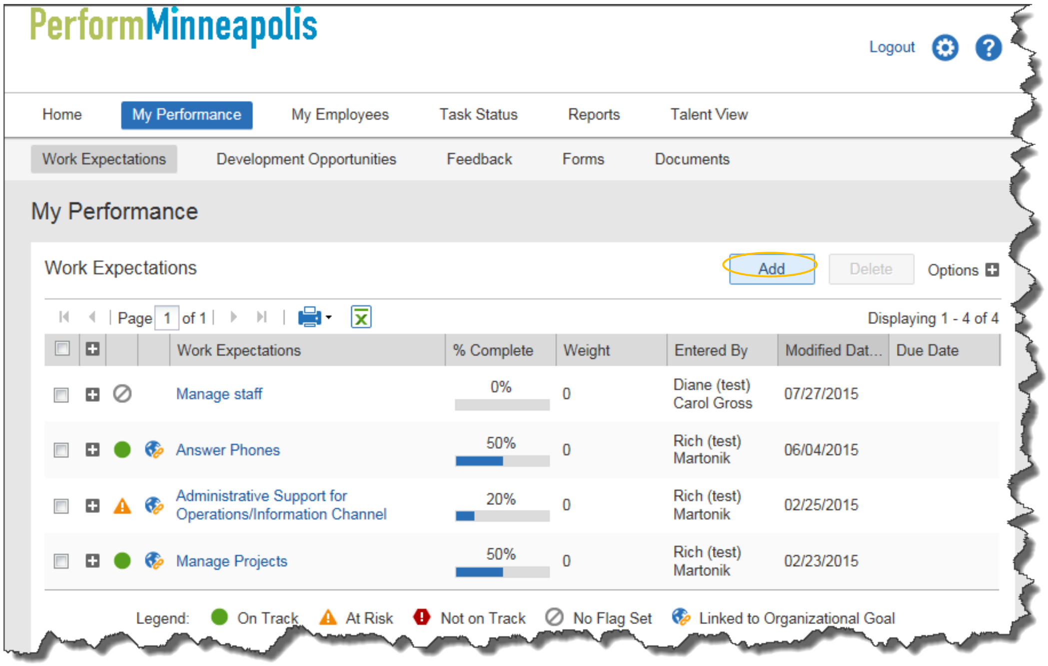
My Performance – Work Expectations

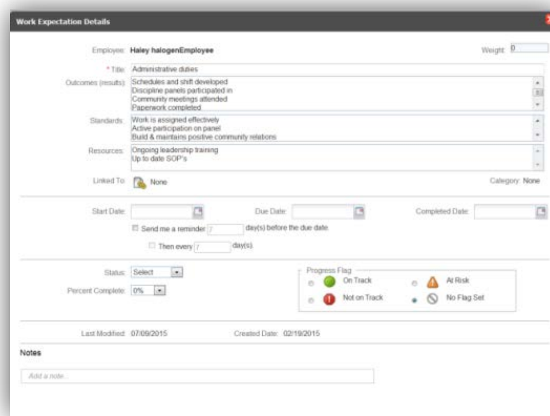


Meet with your supervisor to establish 3 – 5 work expectations for the upcoming year. Here's A Guide for Setting Work Expectations.

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.



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. Training scheduled

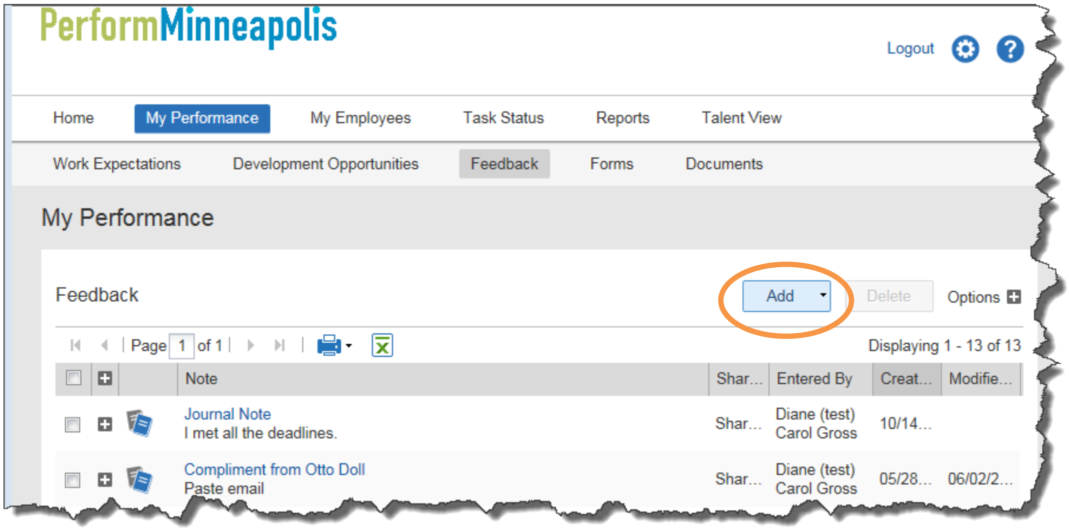
Standards – how well I need to do my work

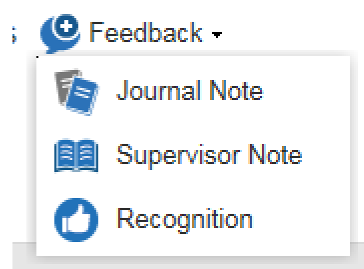
1. According to schedule
2. To the satisfaction of supervisor; demonstrate the ability to work 80% without help within 90 days
3. According to plan

Resources – what I need to achieve this goal

Orientation schedule
Work instructions
Introduction schedule
Training schedule
Tools and equipment

My Performance – Feedback





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.