

Copying your current Work Expectations into the upcoming year

If your current work expectations are the same or similar to your upcoming year's work expectations, you can copy them to your upcoming work expectations form and edit them as necessary.

1. Open your upcoming year's work expectations form from the link provided in your task on your Halogen Home page.



Split your screen and select Work Expectations from the dropdown box. You will see your old work expectations just **below** your new blank Work Expectations form.

2. In the top window, scroll down to where you will enter your first work expectation. In the bottom window, scroll down to see your first 2014 work goal.

2018 Work Expectations Demo
By Rich (test) Martonik

Form Navigator

- Employee Work Expectations
- About Work Expectations
- Instructions for Setting Work Expectations
- Work Expectations
- What happens next
- About Job Success Factors
- Job Success Factors
- Cultural Agility (NEW for 2018)
- Customer Focus
- Functional/Technical Skills
- Quality of Work
- Productive Work Habits
- Peer Relationships
- Self-Knowledge
- Employee Acknowledgment
- Saving the Form

Performance Standards - how well I need to do my work

Resources - what I need to achieve this work expectation

Employee Records -

Job Duty	Progress	Count	Employee	Date	Year
Job Duty #1	0%	0	Rich (test) Martonik	2018/11/15	2017/...
2018 WE #1	0%	0	Diane (test) Carol Gross	2018/08/09	2018/...
Job Duty #2	0%	0	Rich (test) Martonik	2017/11/30	2017/...
Manage staff	0%	0	Diane (test) Carol Gross	2015/07/27	2015/...

3. Select a Work Expectations and click + to expand it. Select and copy the first Major Job Function in the bottom window and paste it into the Major Job Duty box in the top window.

Repeat copy and paste for the rest of the work expectation components (Results, Standards, and Resources).

4. Scroll both windows to see the next work expectation/work goal and repeat the copy/paste steps above.