



## Halogen MultiRater Administrator Training Halogen User Conference Training Center September 13 or 14, 2008

Halogen MultiRater administrator training will teach administrators how to create and implement a MultiRater process and how to manage a process while it is in progress. Additionally students will learn how to add participants and evaluators, configure the MultiRater questionnaire set up relationships and customize notifications.

### What You Will Learn

- Adding a MultiRater step to your process
- Administrator driven Multirater processes
- Manager driven Multirater processes
- Setting up the MultiRater questionnaire
- Configuring MultiRater competency questions
- Configuring Multirater evaluators
- Setting up Multirater relationships
- MultiRater step completion criteria
- Working with Multirater notifications
- Adding Multirater scores to the manager appraisal forms
- Configuring Multirater report options
- Advanced MultiRater options
- Searching for MultiRater participants
- Adding MultiRater evaluators
- Allowing participants to select evaluators
- Marking MultiRater assignments as complete
- Adding and removing MultiRater evaluators
- Viewing MultiRater status
- Importing MultiRater relationships

### Your Training Experience

Using a combination of hands-on instruction and reinforcing activities, you will learn how to set up and administrate a Multirater evaluation process from beginning to end.