



HALOGEN™
SOFTWARE

Halogen eAppraisal Administrator Training Halogen User Conference Training Center September 13-14, 2008

Halogen eAppraisal administrator training focuses on creating performance appraisal processes, including customizing the workflow (process step), creating forms, adding development plans and corporate goals, adding participants to the process and assigning forms, and customizing notifications.

Halogen eAppraisal training will teach administrators how to create and implement performance management processes and how to manage a process while it is in progress, including accessing employee information, rolling back process steps, and running reports.

What You Will Learn

- Overview of system from end user's standpoint
- High level overview of your processes
- Customizing the look and feel of end user pages
- Determining security/password settings
- Setting global notifications
- Adding/importing users and viewing user properties
- Creating/managing groups
- Granting administrative roles & access
- Importing documents
- Creating a process, description, dates and options
- Determining process workflow by adding steps
- Customizing steps and setting due dates
- Determining pre-requisites
- Creating, copying, importing and exporting forms
- Adding/copying and customizing form sections
- Modifying section rights (edit and view access)
- Creating development plan categories
- Creating, importing and copying development plans
- Creating goal (corporate objective) categories
- Creating new goals & sub-goals
- Copying goals (from a previous process)
- Adding participants
- Assigning roles & unique relationships
- Assigning appraisal forms
- Process status/progress
- Rolling back steps
- Marking a step as complete
- Enabling notifications and setting frequency
- Editing notifications
- Understanding the benefits and many uses of the reports
- Dashboard reports
- Defining form properties

Your Training Experience

Using a combination of hands-on instruction and reinforcing activities, you will learn how to set up and administrate an appraisal process from beginning to end using Halogen eAppraisal.