

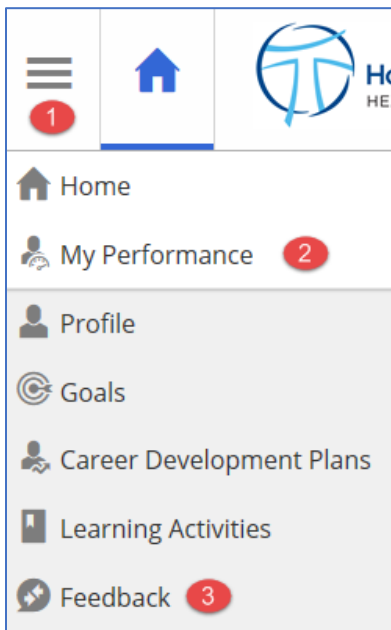
Sending Feedback in Halogen

(v18.0.2)

Providing timely, relevant and meaningful feedback is key to skill development and performance improvement in any role. It is how we know if we are doing a good job and how we learn where and what we can improve.

The Feedback tools provided in Halogen are designed to assist you with giving, receiving, requesting and tracking feedback throughout a review period. To send or request feedback, follow the below steps.

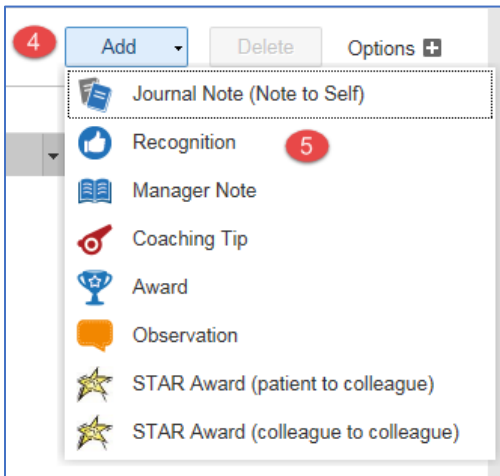
1. Select the menu
2. Select My Performance
3. Select Feedback



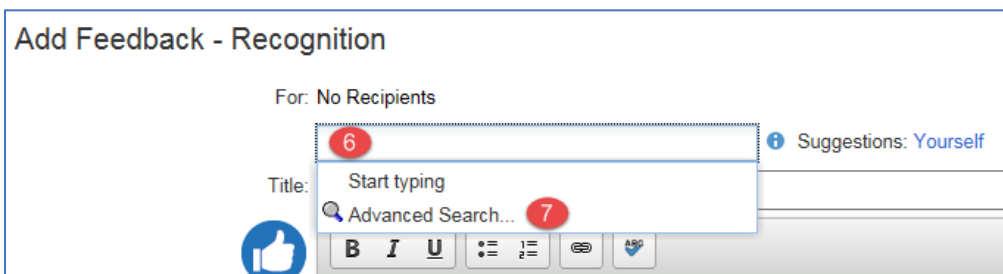
This will redirect the user to the Feedback Page.

4. Select the Add button
5. Select the feedback type

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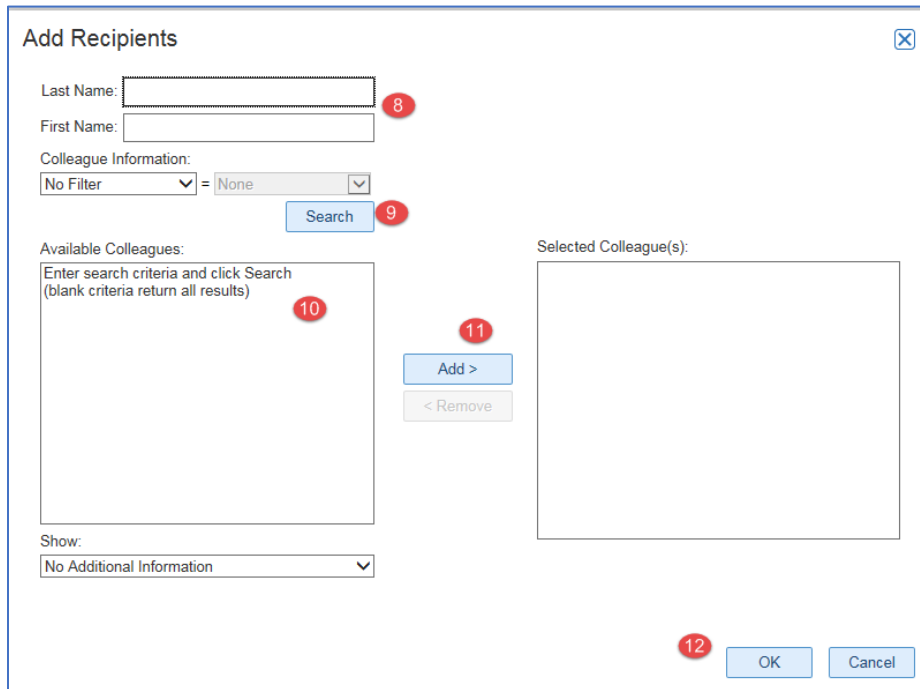


6. Place cursor in the "Find Recipients" field
7. Select Advanced Search



8. Enter the Last Name and First Name
9. Select the Search button
10. Highlight the colleague name
11. Select the Add button
12. Select the OK button after all recipients are selected

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Add Recipients

Last Name:

First Name:

Colleague Information:
No Filter = None

Search

Available Colleagues:
Enter search criteria and click Search
(blank criteria return all results)

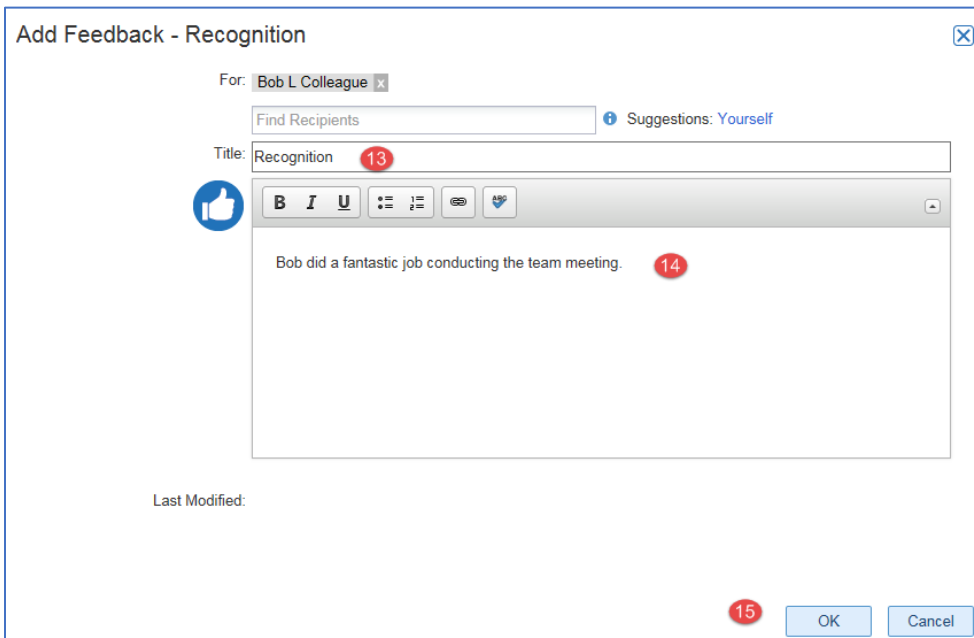
Selected Colleague(s):

Add >
< Remove

Show:
No Additional Information

OK Cancel

13. Update the Title to include more specific topic of feedback, if you choose
14. Enter the message to share with the recipient. This will become a permanent part of the colleagues Halogen profile and will be viewable by their leader.
15. Select the OK button when completed.



Add Feedback - Recognition

For: Bob L Colleague

Find Recipients Suggestions: Yourself

Title: Recognition

Bob did a fantastic job conducting the team meeting.

Last Modified:

OK Cancel

The recipient of feedback will be notified the following Tuesday, by email, that they have feedback in Halogen for review.