



UNIVERSITY OF
TORONTO

**Annual Performance Assessment
Process**
Employee Guide



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Performance Assessment Introduction

Performance planning and assessment is an ongoing process of communication between managers and their staff. The process involves a proactive planning component at the beginning of the performance year; ongoing feedback and coaching during the year culminating with a performance assessment at the end of the review period. The performance assessment process at the University is designed to be a two way exchange of information. The intention of the performance review is to provide employees with an understanding of their annual accomplishments and areas which require improvement by using a standard rating system. It is also designed to identify work objectives and training and development activities for the upcoming year.

There are three main areas that an Employee can focus on to prepare for the process:

- The Activity Report (Part A of the assessment form)
- The Performance Assessment Meeting (receiving feedback from the manager)
- Managing Upwards (way to facilitate the process by working with your manager to ensure the process goes smoothly)

Performance Assessment Process

The Performance Assessment process has 5 core steps that facilitate a review and discussion with an employee about their performance of goals and responsibilities.



Planning and Goal setting activities feed into this process. Further instructions on how to do this in Halogen will be available at a later date.

- **Step 1:** The employee documents their accomplishments and progress over the review period.
- **Step 2:** The manager rates the employee's performance in relation to applicable positional competencies and operational objectives.
- **Step 3:** Divisional Management and HR review all assessments to ensure equity and consistency.
- **Step 4:** The manager meets face to face with employee to discuss the performance assessment and overall rating.
- **Step 5:** The employee confirms they have received their assessment and can add any final comments to the form.

Employee Responsibilities during the Performance Assessment Process

To complete the Activity Report Employees will use Halogen Performance to facilitate the entire Performance Assessment process, the new tool also acts as an online repository to keep track of Employee's goals / objectives, development plans, and any feedback / notes (with respect to your accomplishments), as well as assessments provided by the Reviewer during the assessment period all year long.

Employees will be responsible for completing the appropriate sections within Part A of the Performance Assessment form online. Prior to completing the form, please review the following:

- Reacquaint yourself with your job description, critical competencies for your role and performance expectations as defined by you and your manager.
- Familiarize yourself with the rating scale used for assessments.
- Provide honest and open information to help both you and your manager get a broader, more objective view of your performance over the entire period, and avoid being biased.
- Be objective and provide your manager with quantitative/qualitative facts as you report on your achievements.
- Provide details on how you demonstrated core and job specific competencies and on how you accomplished your goals.
- Provide your manager with contacts who may be able to comment on your performance
- Review any navigational Halogen tools and resources to help you get on the system and seamlessly submit your Activity Report.

Write your Activity Report (Part A): *Walkthrough of the Online Assessment Form*

Getting Started

All documentation, resources, login button as well as support contact information for the Performance Assessment process and Halogen Performance can be found at:

<http://www.hrandequity.utoronto.ca/performance-assessment/>

Login

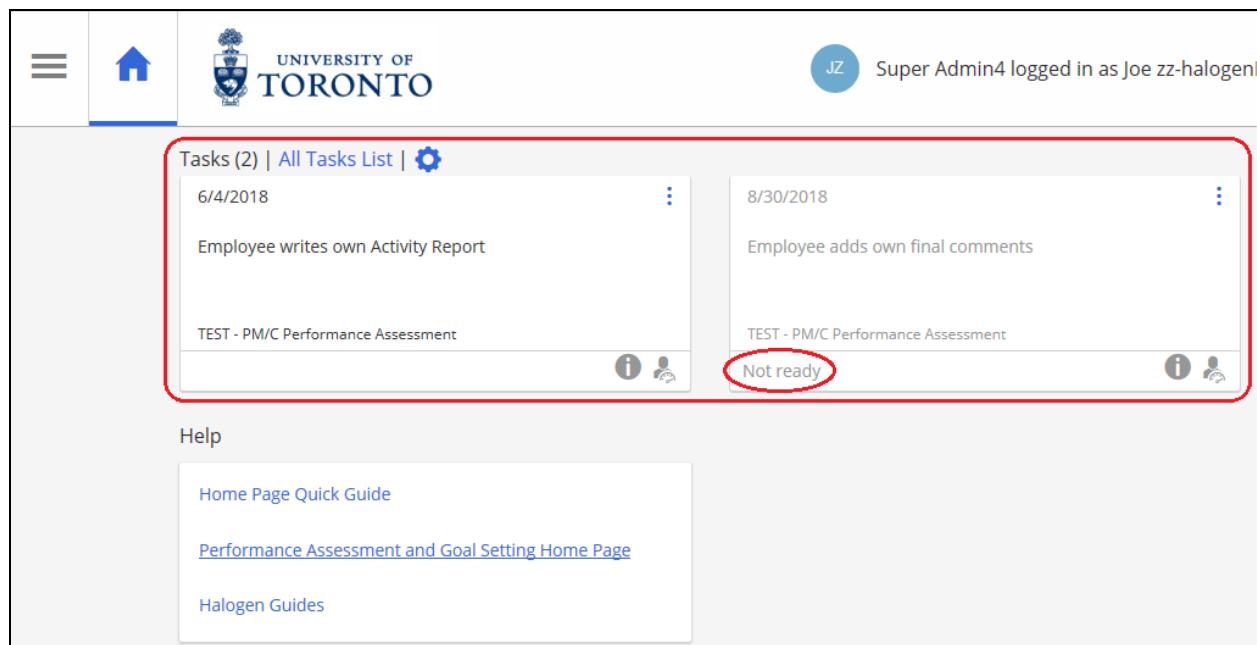
Please login to Halogen Performance using your UTORid and password at:

<http://aws.utoronto.ca/services/performance-assessment-halogen/>.

Completing the Online Assessment Form

The Home Page

Upon logging into Halogen you will be presented with the Home page. The **Tasks** tile on the Home page includes tasks that are available to you to act on, as well as tasks that are assigned to you but are not ready yet. Any tasks that are not ready will become ready as the form advances through the process. Once a task is complete, it will disappear from your home page.

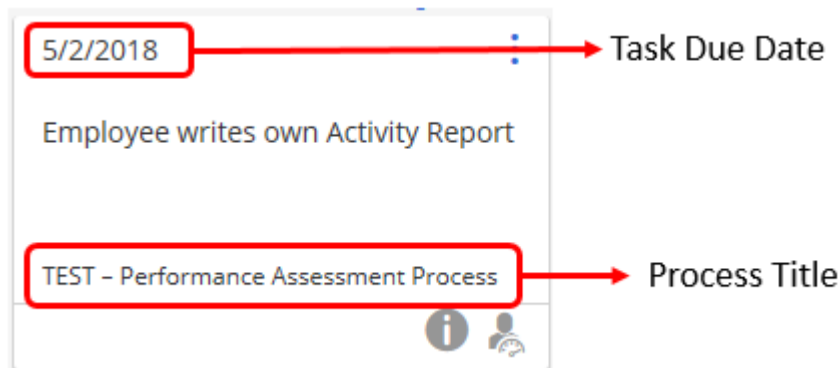


The screenshot shows the Halogen Performance Home Page. At the top, there is a navigation bar with a home icon, the University of Toronto logo, and a user profile for 'JZ Super Admin4 logged in as Joe zz-halogen'. Below the navigation bar, there is a 'Tasks (2)' section. This section contains two task cards. The first card is for '6/4/2018' and describes the task 'Employee writes own Activity Report'. The second card is for '8/30/2018' and describes the task 'Employee adds own final comments'. Both cards are part of a 'TEST - PM/C Performance Assessment'. The second card has a red circle around the text 'Not ready' at the bottom. Below the tasks section, there is a 'Help' section with links to 'Home Page Quick Guide', 'Performance Assessment and Goal Setting Home Page', and 'Halogen Guides'.

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Completing the Performance Assessment Form

- Once the Annual Performance Assessment Process has been launched, employees that are reviewed in the process will have a task to complete called Employee writes own Activity Report.
- Clicking on the Employee writes own Activity Report task box will take you to the Performance Assessment Form.
- The task box includes the task name, as well as two key pieces of information:



Navigating the Online Assessment Form

Once you have clicked on a task to begin its completion you will enter the Annual Performance Assessment form window. Employees will be required to complete all applicable sections in Part A: Activity Report

Employee writes Activity Report Help |

Landon zz-halogenEmployee

Test 1 - RA/SRA 2015
By Landon zz-halogenEmployee

Form Navigator

- 2014/2015 Annual Performance Assessment - Employee and Reviewer Information
- Introduction
- Part A: Activity Report (To be completed)
- Key Accomplishments in Relation to Other Accomplishments – Unplanned
- Contact Information for Additional Feedback
- Professional Development Undertaken
- Service to Discipline (Where applicable)
- Service to the University of Toronto
- Supervision of Grad. Students, Postgraduate
- Part B - Values & Competencies Summary
- Core Values
- Core Values/Inclusivity
- Accountability & Ethics
- Competencies Summary
- Competencies
- Research Activities
- Quality of Work
- Plan/Organize
- Initiative/Insight
- Problem Solving
- Team Leadership

2014/2015 Annual Performance Assessment – Sr. Research Associates / Research Associates

Employee and Reviewer Information

Employee Name: Landon zz-halogenEmployee	Reviewer Name: Lars zz-halogenManager
Employee Position Title: Support Analyst1	Reviewer Position Title: NONMGR
Employee Department: Lawrence S. Bloomberg Faculty of Nursing	
Employee Division: Faculty of Nursing	

Introduction

Performance planning and assessment process is an ongoing process of communication between managers and their staff. The process involves a proactive planning component at the beginning of the performance year to set goals and objectives; ongoing feedback and development during the year culminating with a performance assessment at the end of the annual assessment period.

This form is designed to facilitate the Senior Research Associate / Research Associate (SRA/RA) and Principal Investigator with respect to the performance assessment process. It is recommended that you please refer to the Annual Assessment Process information, Responsibilities of the Employee and the

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The form window has two sections:


- RIGHT SIDE - The main (scrollable) form
- LEFT SIDE - The form navigator

You can navigate to a specific section by clicking on the respective section headings found in the **Form Navigator** on the left hand side of the form **OR** by using the scrollbar on the right hand side of the form window.

Tips! You can type directly or cut and paste your comments into the text boxes. Any text pasted from other source documents will be pasted as plain text and will not carry any formatting.

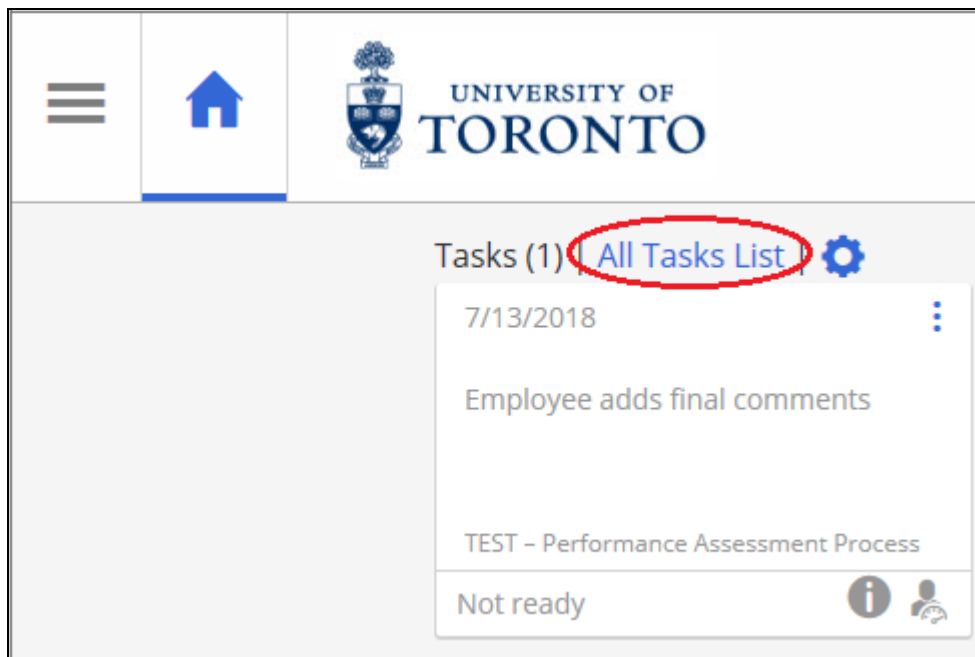
What are the Sections in Employee Section Part A - Employee Activity Report?

The sections of Part A: Activity Report allow you to report on your key accomplishments in relation to the previously agreed objectives/goals, provide feedback on any training undertaken to meet performance goals, articulate service to your profession and any service to the University you have engaged in. The Chart below provides more details with respect to content required for each section.

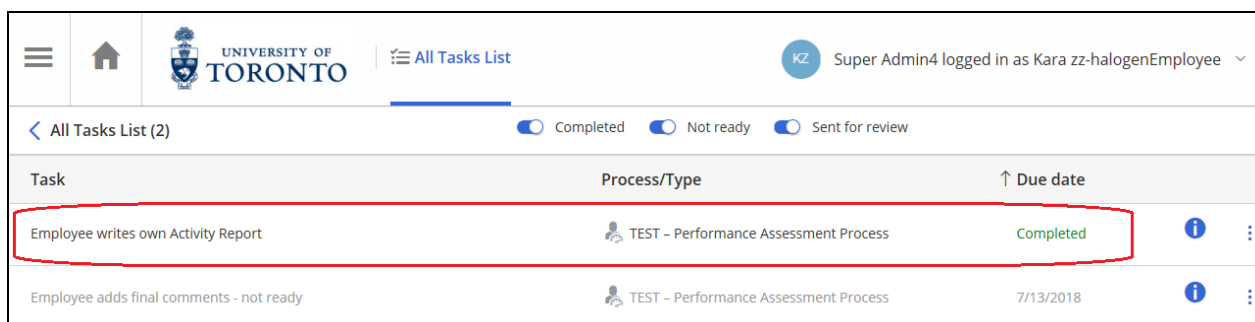
Section	Content Description
Key Accomplishments in Relation to Planned Objectives	State and describe your key accomplishments in relation to your planned objectives/goals for the review period.
Other Accomplishments – Unplanned	State and describe any unplanned accomplishments for the review period.
Professional Development Undertaken Personally	List any professional development undertaken personally during the review period (i.e., courses, conferences etc.).
Professional Development of Employees Supervised	<i>(Only applicable for staff with Management/Supervision Responsibilities)</i> If you have employees you supervise/manage, document any professional development/training the employee undertook within the review period. Indicate as N/A if you do not have any supervision of employees.
Contact Information for Additional Feedback 	List people your Reviewer could contact to obtain additional feedback on your performance (where applicable). Please include their name, title, email and phone number. Tips! You can create feedback notes that you can choose to share with your Manager to incorporate any feedback messages you may have received.
Service to Profession	List and describe (where applicable) any service to a profession you have undertaken (e.g. support provided to professional association that you might belong to, etc.).
Service to the University of Toronto	List and describe (where applicable), service to the University of Toronto (e.g. participation with committees, governance bodies etc.).

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Once you have submitted your performance assessment form to your Manager for review, the online form will be routed to your Manager. You will not have access to update the content of the form after submission, however you can view a read-only copy of the form you submitted while the process is open in the system. From your Home page, click on **All Tasks List**:



Then click on the **Employee Writes own Activity Report** in the list of tasks:



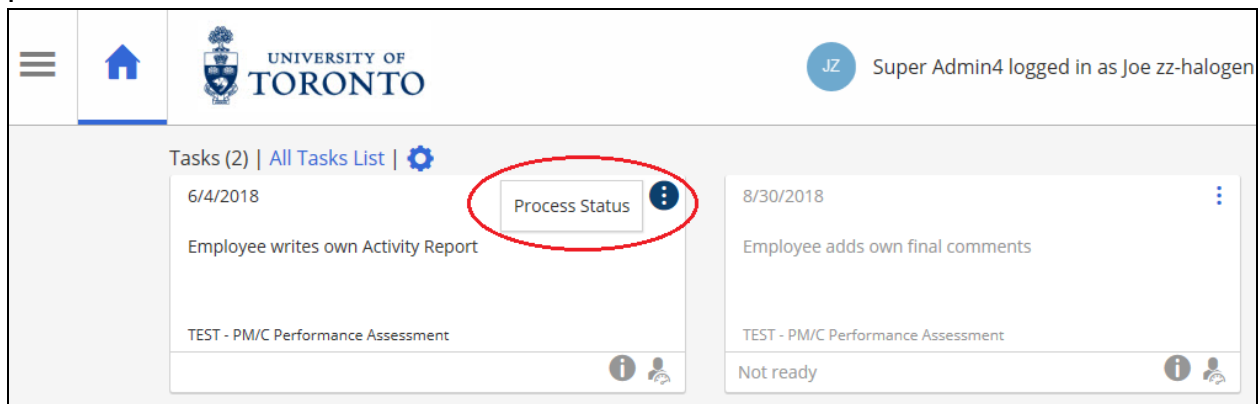
			All Tasks List	Super Admin4 logged in as Kara zz-halogenEmployee ▾
All Tasks List (2)		<input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> Not ready <input checked="" type="checkbox"/> Sent for review		
Task	Process/Type	↑ Due date		
Employee writes own Activity Report	TEST - Performance Assessment Process	Completed		
Employee adds final comments - not ready	TEST - Performance Assessment Process	7/13/2018		

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What is the status of my assessment?

Once submitted, the online assessment form will be routed to your Reviewer for assessment. Your Reviewer will provide feedback based on the competencies that align with your position. They will also rate and provide comments on your accomplishments and overall performance, and once completed, they will submit the assessment for Divisional Review.






If you would like to check which step of the process your form is at, use the three dots to click on process status:





The screenshot shows the University of Toronto's performance assessment system. The user is logged in as 'Joe zz-halogen'. The interface displays a list of tasks for the 'TEST - PM/C Performance Assessment'. The 'Process Status' button is highlighted with a red circle.

Step	Status	Due Date	Person Responsible
Employee writes own Activity Report	My To-Do	2018/06/04	Joe zz-halogenEmployee
Reviewer writes employee assessment	Not Ready	2018/06/20	James zz-halogenManager
Divisional Review	Not Ready	2018/07/18	Super Admin2
Reviewer meets with employee	Not Ready	2018/08/14	James zz-halogenManager
Employee adds own final comments	Not Ready	2018/08/30	Joe zz-halogenEmployee
Third party feedback	Not Ready	2018/06/20	N/A

All tasks will be displayed in this section. Tasks are coded with one of the following graphic indicators found in the legend below.

Legend:  Overdue  My To-Do  Sent for Review  Not Ready  Completed

You only have to act on the tasks that are indicated as My To-Do or Overdue:

 My To-Do &  Overdue

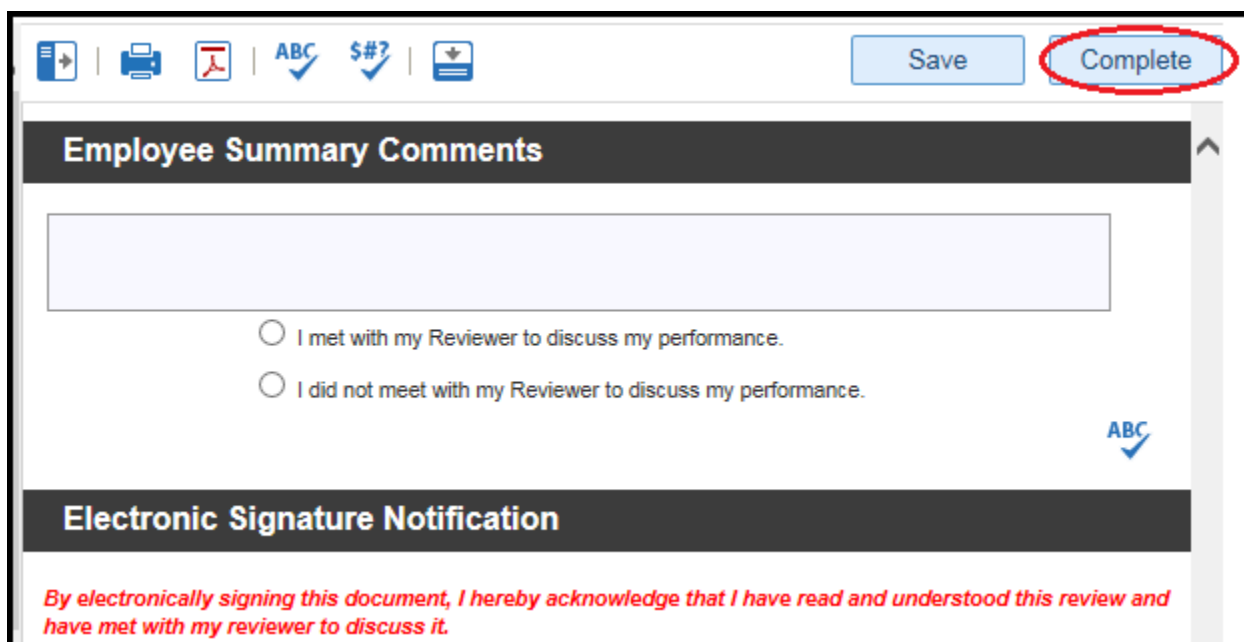
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Once your assessment is approved

Your Reviewer will meet with you to conduct a face to face performance assessment discussion and go over their ratings and comments. Once this has been done your reviewer will release your assessment to you for overall comments about your performance.

This will trigger a task on your home page called Employee writes final comments.

Employees will close off the Performance Assessment by confirming that a discussion with your reviewer has taken place, and that you have had the opportunity to comment on the rating. To close the assessment, click on **Complete** at the top right of the form:



The screenshot shows a web form interface. At the top, there is a toolbar with icons for navigation, printing, saving, and a 'Complete' button which is circled in red. Below the toolbar is a section titled 'Employee Summary Comments' with a large text input area. Underneath the input area are two radio button options: 'I met with my Reviewer to discuss my performance.' and 'I did not meet with my Reviewer to discuss my performance.' To the right of these options is a small 'ABC' icon with a checkmark. Below this section is another section titled 'Electronic Signature Notification' with a red text box containing the statement: 'By electronically signing this document, I hereby acknowledge that I have read and understood this review and have met with my reviewer to discuss it.'

Please note you do not need to insert an electronic signature.

If you would like to view your past Performance Assessments, Goals and Professional Development activities, please see the [How to View Your Past Assessments, Goals, and Development Activities Guide](#).

The [Halogen Additional Functionality Guide](#) provides detailed information on how to add documents and feedback to your Halogen Performance Home page.

Additional Halogen help documents can be found at:

<http://www.hrandequity.utoronto.ca/performance-assessment/help/>

Timelines for Completion

To assist Employees and Reviewers in completing the performance assessment form, the online tool contains all relevant task deadlines. Timelines are also posted on the Performance Assessment page of the HR & Equity website at <http://www.hrandequity.utoronto.ca/performance-assessment/>

Automatic notifications will be sent to each employee via their utoronto.ca email with reminders prior to deadlines and for any overdue tasks that require attention.

Support Tools and Resources

To assist you with the performance assessment process review the resources at Performance Assessment webpage at: <http://www.hrandequity.utoronto.ca/performance-assessment/>

Help with Halogen can be found at: <http://www.hrandequity.utoronto.ca/performance-assessment/help/>

Where to Get Help

Please refer to the [Help](#) webpage if you have questions about the completion of the online assessment form.

What if my Manager information is incorrect? The Halogen software uses positional based workflows which are captured in HRIS. Any information that is not current or that requires modification should be directed to your [HR Divisional Office](#) for correction.

For any non-technical questions about the performance assessment program and/or process, such as questions about reporting relationships or the requirement to complete the performance assessment process, please **contact your** [HR Divisional Office](#).

For technical difficulties only, please send your enquiry to compensation.hr@utoronto.ca
The email address will be monitored during regular business hours.