

# Halogen Manager Performance Reviews

1: **Website:** <https://global.hgncloud.com/ntpc/welcome.jsp>

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New User? [Activate your account.](#)

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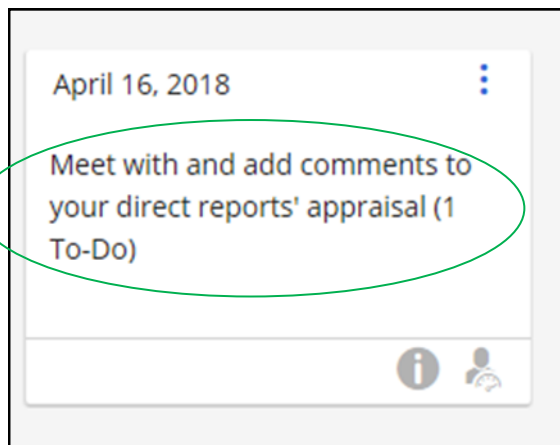
Password [Forgot password?](#)

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SABA HALOGEN.

2: Click on your **Task** from your homepage to **Write your Employees Review**



## Write appraisals for your direct reports



Page 1 of 1

Displaying 1 - 1 of 1

Employee Name ▲

Task

Haley zzz-halogenEmployee

[Edit Appraisal](#)

### 3. Complete each section of the Core Competencies

Read your employees self comments. Choose a Rating from 1—5 and add a comment as to why you chose that rating

The screenshot shows a web-based performance review system. At the top, there are navigation icons and buttons for 'Save as Draft' and 'Submit'. Below this is a section titled 'Rating Definitions' with five levels of performance:

- 5 (Outstanding Performance)**: Contributions have tremendous and consistently positive impact and value to the department and or the organization. May be unique, often one-time achievements that measurably improve progress towards organizational goals. Easily recognized as a top performer compared to peers. Viewed as an excellent resource for providing training, guidance, and support to others. Demonstrates high-level capabilities and proactively takes on higher levels of responsibility.
- 4 (Exceeds Performance)**: Consistently demonstrates high level of performance. Consistently works toward overall objectives of the department and or organization. Viewed as a role model in position. Demonstrates high levels of effort, effectiveness, and judgment with limited or no supervision.
- 3 (Solid Performance)**: Consistently demonstrates effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work. Contributes to the overall objectives of the department and or the organization. Achieves valuable accomplishments in several critical areas of the job.
- 2 (Building Performance)**: Working toward gaining proficiency. Demonstrates satisfactory performance inconsistently. Achieves some but not all goals and is acquiring necessary knowledge and skills. For new employees: this rating can be used when an employee is still coming up to speed with their job duties as appropriate, based on their tenure in the position .
- 1 (Needs Improvement)**: The quality of performance is inadequate and shows little or no improvement. Knowledge, skills, and abilities have not been demonstrated at appropriate levels.

Below the definitions is a section titled 'Core Competencies' with a table:

Competency	Rating	Comments:	Employee Score:	Manager Score:
<b>Safety</b> Makes sure to understand every safety practice expected by the organization. Takes no shortcuts that increase the risks of accidents, personal injuries or equipment failures. Looks for unsafe practices in the workplace and takes responsibility to ensure that others are aware of the potential impact.  This is distinctly different from those who are unaware of many safety expectations, take	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<b>Self:</b> I come to work every day, prepared to work safely while also ensuring my co-workers safety. I participate in all safety meetings and training and am an active member of the JOHSC	5.0	<input type="text"/>

The 'Rating' column and the 'Comments' text area are circled in green. A blue speech bubble icon with a question mark is located at the bottom of the 'Comments' column, with an arrow pointing to it.

In this section there is the ability to use the **Suggested Comments** function within the system. This will help you with adding meaningful comments. You can choose from multiple categories, choose the comment level and also ensure they match the rating you have chosen.

**If you are using this function please ensure you read the comment and edit to personalize for your employee.**

**See the next page for examples on how to use this function**

## Suggested Comments ✕

Employee: zzz-halogenManager, Kris  
Competency: Safety

Performance Comments | Coaching Tips

Select Category:

**Understands every safety practice expected by the organization**  
Takes no shortcuts  
Looks for unsafe practices in the workplace

Employee's Gender:  Male  Female

Comment Level: Medium ▼

Nuance: 
-
+

Suggested Comment:

Understands many safety practices expected by the organization. Tends to know the specifics and often knows the reasons for each safety requirement. Usually treats each expectation as non-negotiable. ⤴  
⤵

[Add to Your Comments](#)

Once you have rated each competency and added comments you will see the **Overall Performance Appraisal Score** at the bottom of the section. This is an average of all of your ratings.

[Attach Feedback](#)

**Overall Performance Appraisal Score** Score:  / 5.0

**Rating: 4 - Exceeds Performance**

This score is calculated by taking an average of all rated competencies and is based on your Managers' rating.

#### 4. Complete the Individual Development Plan for your employee



Please read what your employee has requested as a development opportunity

### Individual Development Plan (IDP)

IDPs are an excellent tool that managers can use to develop and motivate their staff. By encouraging a focused approach to each individual's training and developmental needs, managers can help their employees enhance their job skills and become more effective and productive. Managers who promote the use of IDPs also send a clear message that they view each person's professional development as a priority.

Please take a moment to consider what your employee has identified above as their development opportunities. You can identify a maximum of four development goals for your employee.

Title:  Due:  📅

Associated Competency (if applicable):  
Select ▼

[Add Development Activity](#)

## 5. Create a **minimum of 2** new **Performance Goals** for your Employee

### New Performance Goals


Goals provide the framework for accountability and promote conversations between manager and employee to monitor progress throughout the year. They should be viewed as a route toward a destination. Should the goal change with a change in business direction or requirements, consider revising goals.

Performance Goals should be created with the SMART process in mind: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely.


You can identify a maximum of four performance goals for your employee.

**Goals**


Title:




Due:


 Attach Feedback

Title:



Due:

 Attach Feedback

 Add New Goal

ABC

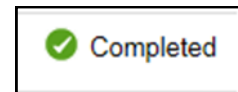
## 6. Add Manager Final Comments

### Manager Final Comments

ABC

7. **Submit** the form to your 2nd Level Manager for Review

8. You will see a **completed check mark** once you submit.

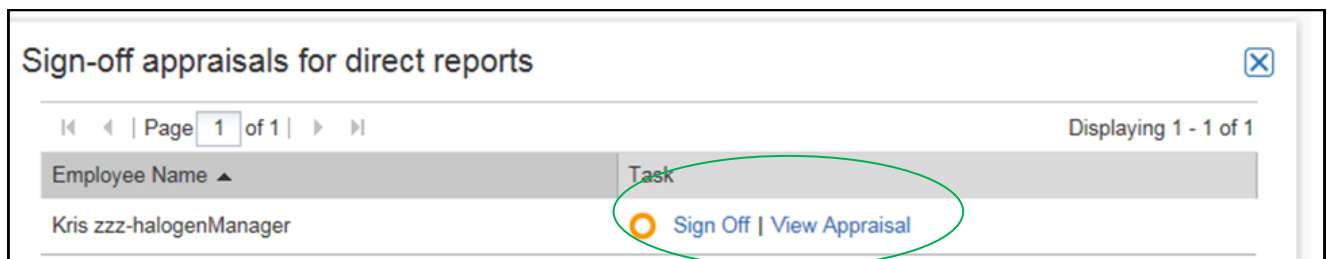
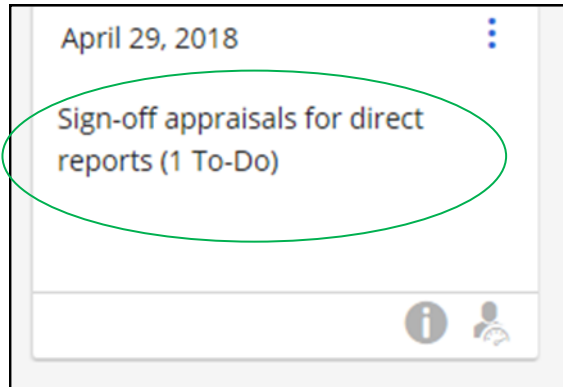


The next step is to sit down and meet with your employee to review the form and go through their review. You can edit the final comments based on this meeting.

Once you have met with your employee they will have the opportunity to log in, add any final comments and agree or disagree with the review. The form will then come back to you for **final sign off**.

# Review Employee Comments and Sign-Off

1. Click on your **Task** to **Review** final comments and sign-off your employees appraisal



2. You will see the **comments** that your **employee has added** and also their **agreement or disagreement with their appraisal.**

**Employee Final Comments**

I agree with this appraisal

Add your comments here related to your performance appraisal

Employee:	Kristen Slade as Kris zzz-halogenManager K.z. (electronic signature for the evaluation of Kris zzz-halogenManager)
Date (MMMM d, yyyy):	March 6, 2018 04:23 PM EST

Electronic confirmation: bc3fc91769d391713870442c44708f6d

3. Click **Sign Off** to complete and file this performance review

