Sr. Research Associates / Research Associates
Annual Performance Assessment Process
Employee Guide
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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)
The Performance Assessment process has 6 steps that facilitate a review and discussion with an employee about their performance of goals and responsibilities.

- **Step 1**: The employee documents their accomplishments and progress over the review period.
- **Step 2**: The Principal Investigator rates the employee’s performance in relation to applicable positional competencies and operational objectives.
- **Step 3**: Department Head reviews and approves all ratings and forwards for HR review.
- **Step 4**: HR Offices review the approved assessments and provide feedback to the Department when needed.
- **Step 5**: The principal Investigator meets face to face with employee to discuss the performance assessment and overall rating.
- **Step 6**: The employee confirms they have received their assessment and can add any final comments to the form.

*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.
Employee Responsibilities during the Performance Assessment Process

To complete the Activity Report Employees will use Halogen Performance Management system. This new online software is a transition from the previous paper form process for Sr. Research Associates / Research Associates (limited Term) (SRA/RA) staff at the University of Toronto. The online system is based on the same philosophy and template as the paper process and incorporates all of the same performance discussions and approvals of the existing process but simply automates the work processes.

In addition to facilitating the entire Performance Assessment process, the new tool also acts as an online repository to keep track of SRA/RA’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:

- Reaquaint yourself with your, 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

Where to go to find the login link to Halogen Performance Management System and the support resources?

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

http://www.hrandequity.utoronto.ca/performance-assessment/ra/

Login

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


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.
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:
  - **Task Due Date**
  - **Process Title**

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.
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 to the form or cut and paste your comments into the text boxes. Any text pasted from other source documents will be pasted as plain text and 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Content Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Accomplishments in Relation to Planned Objectives</td>
<td>State and describe your key accomplishments in relation to your planned objectives/goals for the review period.</td>
</tr>
<tr>
<td>Other Accomplishments – Unplanned</td>
<td>State and describe any unplanned accomplishments for the review period.</td>
</tr>
<tr>
<td>Professional Development Undertaken Personally</td>
<td>List any professional development undertaken personally during the review period (i.e., courses, conferences etc.).</td>
</tr>
<tr>
<td>Supervision of Graduate Students, Postdoctoral Fellows</td>
<td><em>(Only applicable for staff with Supervisory Responsibilities)</em> If you supervise, document any activities of mentoring and guiding students, or if, where appropriate, you taught a portion of a course or sit on graduate committees within the review period. Indicate as N/A if you do not have any supervision of employees.</td>
</tr>
<tr>
<td>Contact Information for Additional Feedback</td>
<td>List people your Reviewer could contact to obtain additional feedback on your performance (where applicable). Please include their name, title, email and phone number.</td>
</tr>
<tr>
<td>Service to Discipline</td>
<td>List and describe (where applicable) any service to a discipline you have undertaken (e.g. support provided to a professional association that you might belong to, etc.).</td>
</tr>
<tr>
<td>Service to the University of Toronto</td>
<td>List and describe (where applicable), service to the University of Toronto (e.g. participation with committees, governance bodies etc.)</td>
</tr>
</tbody>
</table>
How to attach a CV or other document to your Halogen Performance Home page?

Employees are required to provide a current CV when submitting the Activity Report to the reviewer. The CV can be added to your Halogen My Performance page. Any documents added will automatically be viewable by your Reviewer. You have up to 10 MB of space. Users can add documents in Word, Excel, PDF and other formats.

To add a new Document, click on the Main Menu in the top left corner, select My Performance, and then click on Documents.

Click on Add:

A window will pop up which will give you the opportunity to upload a document from your computer. To do this, click on Browse. Select a document from your computer files, then click OK.
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:
What's the status of my report?

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 Chair or Designate Approval.

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

All tasks will be displayed in this section. For ease of use, tasks are coded in the first column with one of the following graphic indicators found in the Legend below.

Legend: ⌛ Overdue ⚫ My To-Do ⏳ Sent for Review ⬜ Not Ready ✔ Completed

You will only have to act on the task types that have the indicators:

⚪ My To-Do ⌛ Overdue
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:

![Image](image_url)

*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](http://www.hrandequity.utoronto.ca/performance-assessment/help/).

The [Halogen Additional Functionality Guide](http://www.hrandequity.utoronto.ca/performance-assessment/help/) 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/](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. In addition, the performance assessment process timelines can be found on the SRA/RA Performance Assessment web page at http://www.hrandequity.utoronto.ca/performance-assessment/ra/

Automatic notifications will be sent to each employee via their utoronto 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/ra/

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 at 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.