Reviewing an Employee’s Past Appraisal

There are two ways to review an employee’s past appraisal(s):

1. From your Halogen Homepage
2. From the Appraisal Form itself

**Method 1: From the Halogen Homepage**

1. Log into your Halogen Account and select the **Menu** on the top left of the page. Drop down and select **My Employees**.

2. Select the employee that you want to review.

3. From the **Evaluations** tab, select the Appraisal that you want to review.
Method 2: From the Appraisal Form

1. Open the employee’s Performance Appraisal Form and select the Split Screen icon ( ) at the top of the form.

2. You can either select to view the Employee’s Records (past appraisals) or view Other Employees and their past appraisals.