

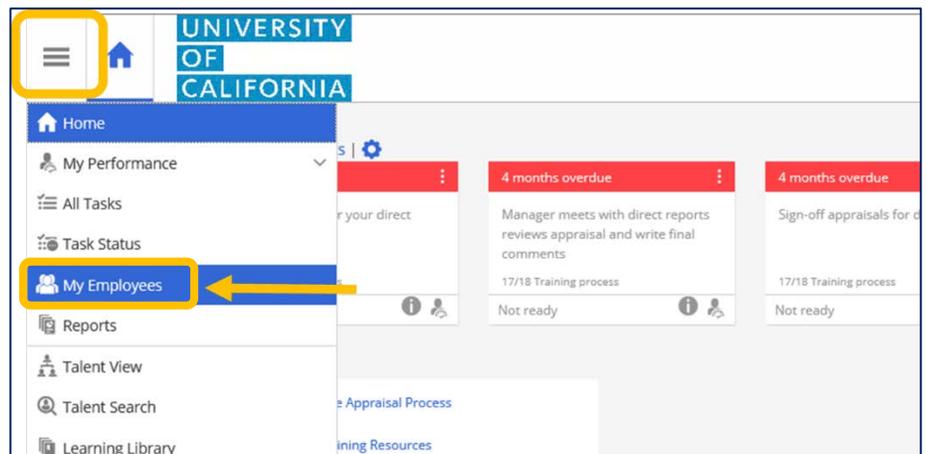
## Reviewing an Employee’s Past Appraisal

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

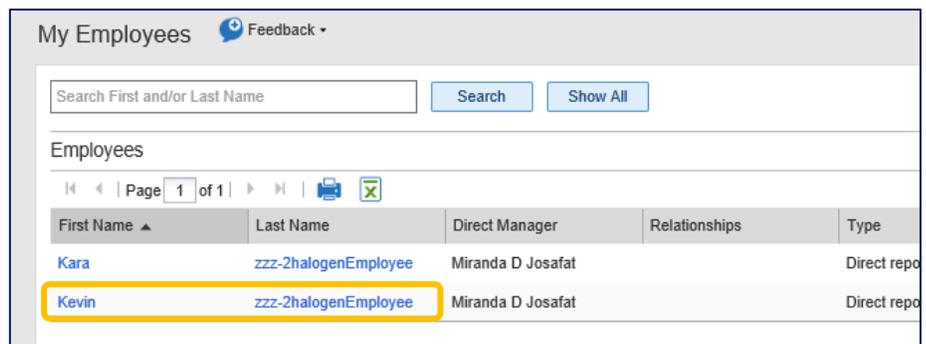
1. From your **Halogen Homepage**
2. From the **Appraisal Form** itself

### Method 1: From the Halogen Homepage

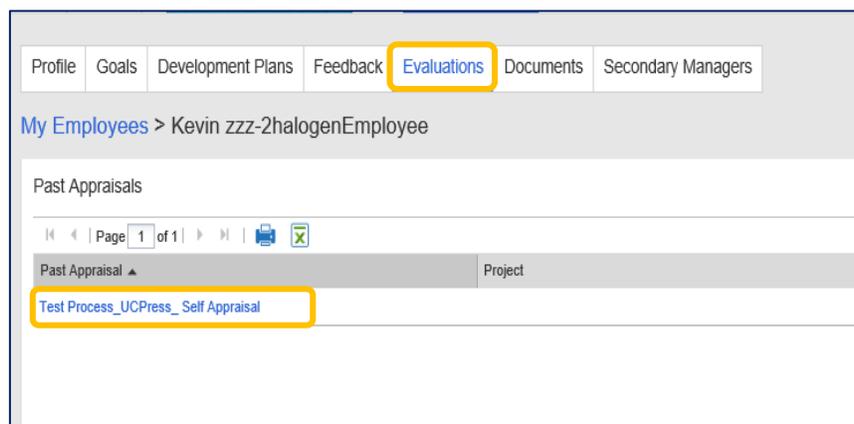
1. Log into your Halogen Account and select the **Menu** on the top left of the page. Drop down and select **My Employees**.



2. Select the employee that you want to review.

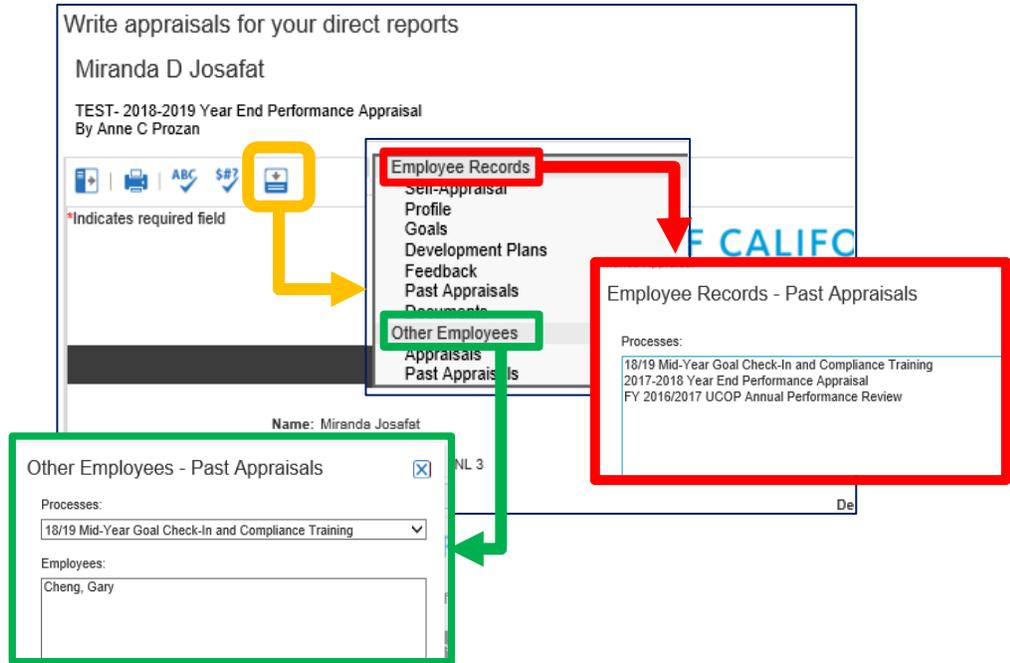


3. From the **Evaluations** tab, select the Appraisal that you want to review.



## 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.



The screenshot shows the 'Write appraisals for your direct reports' interface for Miranda D Josafat. The main form title is 'TEST- 2018-2019 Year End Performance Appraisal By Anne C Prozan'. A yellow box highlights the 'Split Screen' icon (a blue square with a white plus sign) in the top toolbar. A red box highlights the 'Employee Records' menu item in the left sidebar, with a red arrow pointing to a red-bordered window titled 'Employee Records - Past Appraisals'. This window lists processes: '18/19 Mid-Year Goal Check-In and Compliance Training', '2017-2018 Year End Performance Appraisal', and 'FY 2016/2017 UCOP Annual Performance Review'. A green box highlights the 'Other Employees' menu item in the sidebar, with a green arrow pointing to a green-bordered window titled 'Other Employees - Past Appraisals'. This window shows a process dropdown set to '18/19 Mid-Year Goal Check-In and Compliance Training' and a list of employees including 'Cheng, Gary'.