

UNIVERSITY OF CALIFORNIA

Regents of the University of California Office of the President

2018/2019 Mid Year Goal Check-In

Name:	<input type="text"/>	Manager Name:	<input type="text"/>
Job Title:	<input type="text"/>	Hire Date:	<input type="text"/>
Division:	<input type="text"/>	Last Appraisal Date:	<input type="text"/>
Department:	<input type="text"/>		

Goal Review Period: April 1, 2018 through November 5, 2018.

Goals Reviewed By: (if other than your manager)

Mid-Year Goal Check-In Process Steps

1. Employee/manager updates Goals in Halogen (all goals created or edited after June 1, 2018 will pull onto the form)
2. Manager opens check-in form and reviews Employee goals.
3. Manager reviews and discusses goals with employee, and writes comments on form. Manager will submit the form.
4. Employee reviews final comments and signs off in Halogen
5. Employee updates Goals in Halogen based on feedback

Current Goals from Employee's Personal Pages

Employee Goals and Progress Below

Manager Comments Below:



Goal Title:

Goal Due Date:

Goal Completed Date:

Employee: Status of Goal:

- Manager: Cancelled
- Status of Completed
- Goal In Progress
- Not Started
- On Hold
- Old Goal Does not belong on Check-In Form

[Add Past Goal](#)



Compliance Training Verification

Please indicate with an 'X' if employee completed their UC Required Compliance Training

Note- Cybersecurity will not be part of mid year as we are rolling out new training in 2019



To review the status of your direct reports compliance goals, please log into the [UC Learning Center](#)

From the menu bar at the top of the screen, select **My Team**

Select **Manager Dashboard**

On the **Exception Report** you will be able to view expired and overdue status by individual employees or by activity.

	Completed	Overdue
Sexual Harassment Prevention	<input type="text"/>	<input type="text"/>
General Compliance	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Additional Manager Comments

Add comments in box below

Manager Comments



Signatures

Employee: _____

Date: _____