Viewing Appraisals as a Human Resources Liaison

1. Access the eAppraisal login page using only Internet Explorer.
2. Log in using your Cane ID and password (same credentials used to log in to myUM).
3. Click **Continue to Halogen E-Appraisal.**
4. The eAppraisal home page will appear.

5. There are 2 ways to view Appraisals as a Human Resources Liaison:
   - **Via My Employees Tab:** to view past appraisals as well as all employees in your list.
   - **Via the Administration Center:** to view current appraisals as well as all processes the HR liaison is part of (example: Special Appraisal, Probationary Period Appraisal, Annual Appraisal Process, and Research Annual Appraisal Process). Notice that HR Liaisons will have access to the Research Appraisal Process only if his/her department has research employees.
Steps to view past appraisals through "My Employees" Tab

1. Click on My Employees Tab.
2. Type the employee’s last name and click on Search or click on Show All to view all employees (the representees and the direct reports as applicable).

3. Find the appropriate employee in the list, and click on the number below the “Evaluations” section.
4. The list of past evaluations will appear.

   a. To view the final evaluation, click on the evaluation link under the “Past Appraisal” section
   b. To view the self-appraisal, click on the view link under the “Self Evaluation” section

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Steps to view current appraisals through the "Administration Center"

1. Click on Administration Center.
2. Select the appropriate process. For each process that appears, the liaison will be able to view:
   - **Process Title**: name given to the Process (example: Gables/Marine 2010 eAppraisal Process)
   - **Process Type**: always Scheduled
   - **Start Date**: the Start Date of the process
   - **End Date**: the End Date of the process
   - **Status**: status of the process such as In Progress or Closed
   - **Total Appraisals**: the number of employees being appraised
   - **Total Completed**: the number of employees that have completed the entire appraisal process
   - **Process Details**: provides access to a general description of the process. HR Liaisons will not have access to modify
The Dashboard: displays a snapshot of the report that allows the liaison to view statistics of the data collected.

2. Click on Process Details.
3. Click on **Participant Center**.

4. The Participant Center screen will display. Click on the magnifying glass icon (🔍) to open the Self or the Final appraisal. The magnifying glass only means that the appraisal form was opened, it does not mean that it was finalized. To confirm that the appraisal was finalized, open the appraisal by clicking on the magnifying glass icon and verify that there is an employee sign off.
5. You can print or save the appraisal document as needed.