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EPM Vendor of Choice™

HALOGEN
eAppraisal™



The Employee Performance Management (EPM) Solution of Choice

Quality employee evaluations done your way, in a fraction of the time

Award-winning Halogen eAppraisal automates and simplifies time-consuming employee appraisals. It provides everything HR and Line Managers need to deliver year-round employee development in a profoundly simple to use Web-based solution. Halogen eAppraisal automatically routes documents to the right people at the right time, helps Managers write professional-quality reviews, complete with goals and development plans that align with your organization's goals, and notifies everyone to finish tasks on time. Plus, organizations can monitor appraisals in progress, review goals, employee development status, competency reports and more in 'real-time'.

Its intuitive user interface and flexible workflow developed following the principles of user-centered design make it easy to roll out performance appraisals the way you want with just a few mouse clicks, without any vendor or IT involvement.

Halogen eAppraisal is already delivering results for hundreds of organizations across all industries.

"Thanks to Halogen eAppraisal, the time spent by HR staff in managing the annual employee appraisal process has been cut by 75%."

— Steve Casper, Director of Human Resources
Reno-Sparks Convention & Visitors Authority

Reno-Tahoe

Key Benefits Include:

HR Administrators

- The paper chase is eliminated and the time spent following up on the status of appraisals is greatly reduced.
- Appraisals run smoothly and are completed on time. Limitless, automated-workflow configurations allow you to include the steps you want, in the order you want while eAppraisal does the rest. The automated workflow along with a sophisticated reminder system makes the process convenient, quick and easy.
- Overall willingness to participate in the appraisal process is vastly increased. Line Managers and employees actually enjoy the process more, interact more and generate more meaningful and valuable reviews and assessments.

Line Managers

- Employee evaluations become an ongoing process, not a once-a-year obligation.
- All relevant data (such as job descriptions, past appraisals, self-appraisals, third-party assessments, goals and objectives, journal notes, emails, transcripts, licenses, commendations, or any relevant document, etc.) is accessible through a single, secure, convenient portal.
- Authoring aids such as pre-populated, configurable comment helpers and spelling and language sensitivity checkers help managers avoid using inappropriate terms and write better appraisals faster.
- An optional manager-driven Multi-rater module allows you to get valuable feedback on employees from multiple sources quickly and easily.
- Consult the central dashboard for a summary of reports, then drill down on specific reports such as completion status, appraisal scores, high/low performers, goal status and more.

Organizations

- Corporate and employee goals are aligned to deliver bottom-line results.
- Greatly improved HR and Line Manager productivity is achieved.
- The improved process facilitates better employee-manager interaction.
- Valuable decision-making data is provided to senior management in 'real-time'.
- The solution provides a quick return on investment.

Key Product Features Include:

Easy to Implement, Administer & Use

Halogen eAppraisal is a feature-rich, Web-based EPM solution that is also easy to install, implement and use. In fact, with the solution's point-and-click simplicity you can be up and running in just days. Managers love our intuitive User Interface, which helps them significantly improve their productivity and deliver valuable, strategic results on time. End users are able to work in their language of choice, which makes the solution even easier to use.

Halogen On-Target Goal Management™

Halogen eAppraisal supports both SMART and cascading goals and enables you to incorporate organizational goals at multiple levels while also tracking relevant milestones or key performance indicators (KPI) year round. Easily



align individual performance goals with organizational objectives at any level. Halogen On-Target Goal Management provides a straight-forward line-of-sight view of cascaded corporate goals. Both manager and employee can see how individual goals link upward to support higher-level corporate objectives, promoting a better understanding and buy-in of corporate objectives. Automatic reminders and graphical status indicators help keep goals and objectives on target.

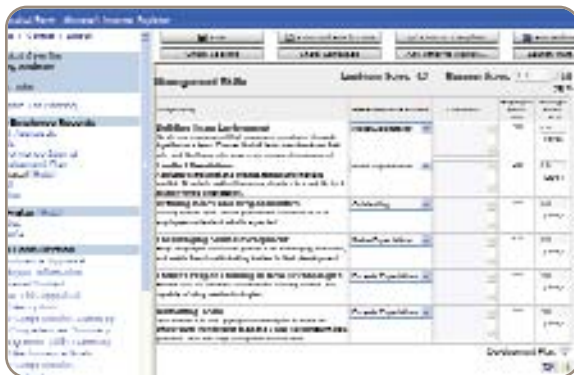
Flexible Appraisal Form Design

Build and modify forms that match your existing appraisal form look and feel with point-and-click simplicity. There are virtually no limits to form content or layout options. Choose from our extensive form library and copy and edit forms as necessary.



Sophisticated Competency Management

Set up your competencies/behaviours to suit your varied needs – from simple to highly sophisticated. Create a variety of competency layouts including long, short, and matrix. The matrix format enables you to capture additional information such as the method of verification and date observed. Plus, all competencies can link to development planning.



The Lominger Leadership Architecture® Competency Library is also available as an optional feature. These premium leadership development competencies can be used exclusively or in conjunction with Halogen's standard competency libraries. Visit our website for more details.

Configurable Automated Workflow

There are no limits to the workflow possibilities! With point-and-click ease, HR Administrators can set up the type of appraisal processes they want at any given time, taking advantage of 27 types of workflow steps. Processes

can be defined to include the steps you want, in any order and eAppraisal will do the rest, including send out automated reminders to keep the process moving. Electronic signatures legally lock completed reviews. Plus, HR is never dependent on the vendor or their IT department to make changes. Easily configure appraisal processes the way you want – without IT or vendor involvement.

Line Manager Tools and Authoring Aids

Write better appraisals faster with authoring aids that save time and help prepare more meaningful reviews by suggesting appropriate comments and checking for proper spelling and legally acceptable wording. A comment helper/coach with close to 5000 preconfigured entries helps managers provide appropriate written feedback based on competency scores. Comments are automatically personalized with gender and the manager can edit further (by adding examples of employee behavior for instance). The preconfigured comments/statements can also be easily customized or extended as well.

Career and Development Planning

Assessing and developing your workforce talent is an on-going process. Use eAppraisal anytime to initiate a competency assessment outside of your scheduled performance appraisal process. To ensure the correct career and development plans are in place for success, development plans and tasks can be set according to an employee's overall score, a particular competency rating or by a competency section score. For managers planning is as simple as choosing from a list of available training alternatives including mandatory or optional courses.

Year-Round Performance Journal

Let your performance evaluations become a living document that helps you track and develop your workforce year round. Line Managers and employees can capture details about an employee's on-going contributions and achievements any time in their performance journal. They are also able to quickly and easily update the status of skills, goals and development plans as they progress. Attach other documents and records relating to performance such as emails, transcripts, licenses, commendation, assessment results and awards for easy access at appraisal time.



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With nearly 1000 customers worldwide, Halogen Software Inc. has established itself as the leading provider of employee performance and talent management solutions. Halogen offers powerful, easy-to-use, and affordable Web-based software that dramatically improves HR and line-manager productivity.

The company's award winning suite provides organizations with everything they need to develop, motivate and retain a high performance workforce - and drive bottom line results.

Industry specific suites are available for Healthcare, Financial Services and Professional Services organizations.

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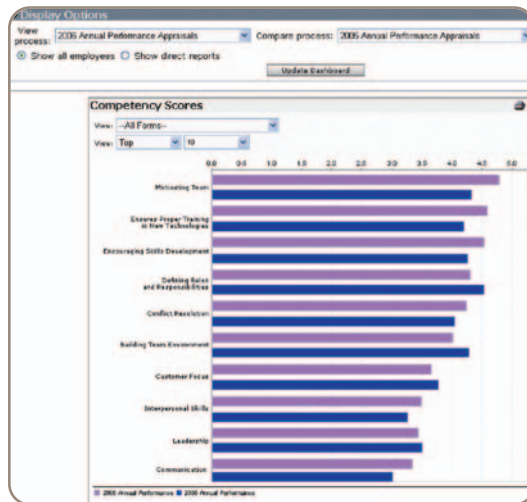
Email: info@pacificdm.com
Web: www.PACIFICDM.com

Dashboards for HR, Line Managers and Executives

A configurable dashboard for HR administrators, Line Managers and executives provides a graphical snapshot of the corporate key performance indicators. View summarized performance and competen-



cy scores, gaps and trends, process status, and employee performance goal progress against corporate objectives. Check trending charts, exceptions, status reports and more – all in real time. Views can be filtered in order to drill down on



specific steps in the process or specific forms within the process. Executives, managers and HR can use the dashboard to assess the situation and determine whether immediate action is required.



Multi-rater Module

The optional Multi-rater module makes it convenient to gather and analyze feedback from peers, direct reports, other supervisors or customers on particular competencies, specific objectives, or the overall performance of an employee. The Manager and HR have instant access to 'real-time' reports that outline the status of assessments underway as well as to graphic comparisons of scores and anecdotal feedback for individual raters or rater groups.

Works with your HRIS – Web Services

Halogen's on premise and hosted solutions are already at work with almost every HRIS on the market – from ADP to Ultipro, and including home grown systems.

Halogen's Web Services can be leveraged to automate the import of employee information from any human resource information system or payroll system into Halogen's EPM Suite of products. This feature includes all methods that users require to insert, update, and delete user information from Halogen's EPM database. This can be done under your own conditions and with your own timing, with no user intervention required. Halogen's Web Services are designed for companies that are running EPM in their own IT environment or are hosted by Halogen and securely functions through firewalls.