## Copying your current Work Expectations into the upcoming year

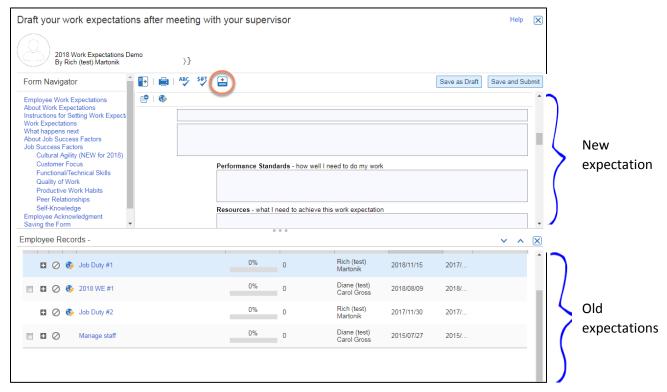
If your current work expectations are the same or similar to your upcoming year's work expectations, you can copy them to your upcoming work expectations form and edit them as necessary.

1. Open your upcoming year's work expectations form from the link provided in your task on your Halogen Home page.



Split your screen and select Work Expectations from the dropdown box. You will see your old work expectations just **below** your new blank Work Expectations form.

2. In the top window, scroll down to where you will enter your first work expectation. In the bottom window, scroll down to see your first 2014 work goal.



- 3. Select a Work Expectations and click + to expand it. Select and copy the first Major Job Function in the bottom window and paste it into the Major Job Duty box in the top window.
  - Repeat copy and paste for the rest of the work expectation components (Results, Standards, and Resources).
- 4. Scroll both windows to see the next work expectation/work goal and repeat the copy/paste steps above.