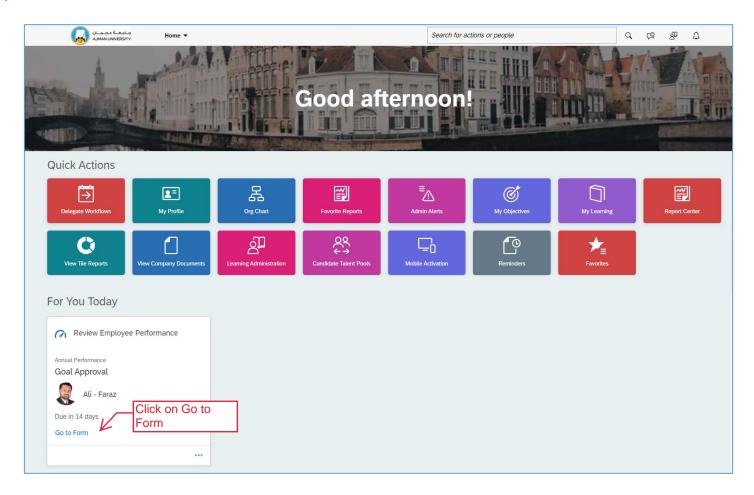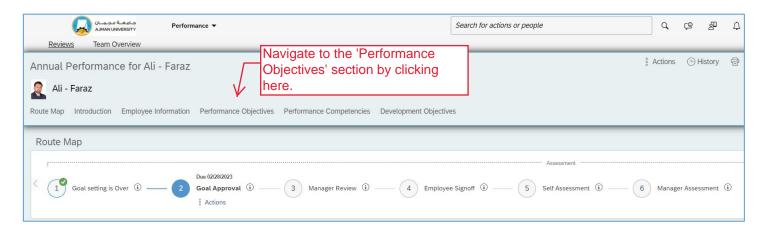# Steps for Approving Performance Form
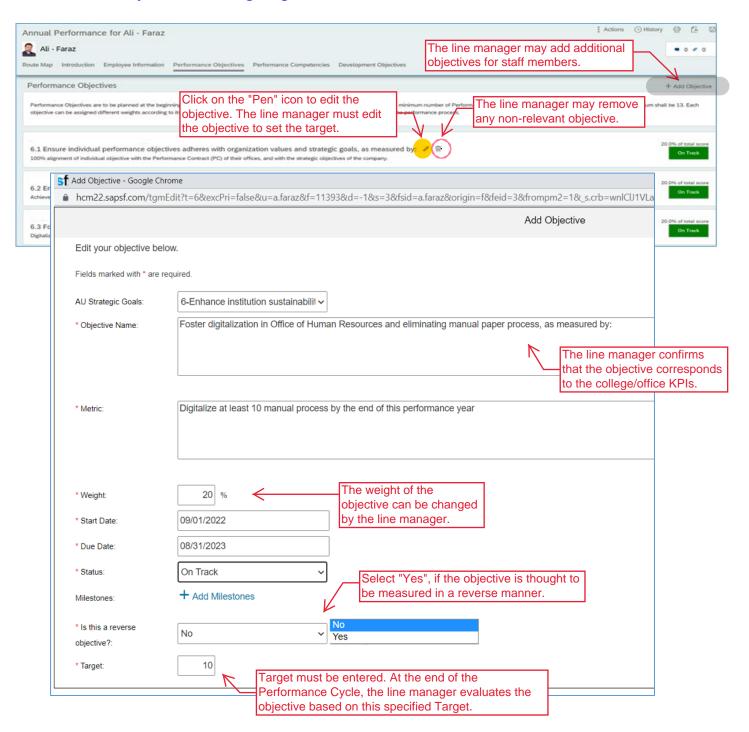
Step 1: Access Performance Form of Team Member

Step 2: Access the Performance Objectives section

Step 3: Performance Objectives - Setting Targets

Annual Performance for Ali - Faraz

⋮ Actions ⧗ History

Ali - Faraz

Route Map   Introduction   Employee Information   **Performance Objectives**   Performance Competencies   Development Objectives

Performance Objectives

+ Add Objective

The line manager may add additional objectives for staff members.

Performance Objectives are to be planned at the beginning... minimum number of Perform... ... um shall be 13. Each objective can be assigned different weights according to its ... ... formance process...

Click on the "Pen" icon to edit the objective. The line manager must edit the objective to set the target.

The line manager may remove any non-relevant objective.

6.1 Ensure individual performance objectives adheres with organization values and strategic goals, as measured by: 100% alignment of individual objective with the Performance Contract (PC) of their offices, and with the strategic objectives of the company.

20.0% of total score **On Track**

Add Objective - Google Chrome

🔒 hcm22.sapsf.com/tgmEdit?t=6&excPri=false&u=a.faraz&f=11393&d=-1&s=3&fsid=a.faraz&origin=f&feid=3&frompm2=1&_s.crb=wnlCIJ1VLa

6.2 En
Achieve...

6.3 Fo
Digitaliz...

20.0% of total score **On Track**

20.0% of total score **On Track**

Add Objective

Edit your objective below.

Fields marked with * are required.

| AU Strategic Goals: | 6-Enhance institution sustainabilit ⌄ |

* Objective Name: Foster digitalization in Office of Human Resources and eliminating manual paper process, as measured by:

The line manager confirms that the objective corresponds to the college/office KPIs.

* Metric: Digitalize at least 10 manual process by the end of this performance year

* Weight: 20 %

The weight of the objective can be changed by the line manager.

* Start Date: 09/01/2022

* Due Date: 08/31/2023

* Status: On Track ⌄

Milestones: + Add Milestones

* Is this a reverse objective?:   No ⌄

Select "Yes", if the objective is thought to be measured in a reverse manner.

| No |
| Yes |

* Target: 10

Target must be entered. At the end of the Performance Cycle, the line manager evaluates the objective based on this specified Target.

Step 4: Performance Competencies

The line manager may add additional competencies for staff members.

Performance Competencies   + Add Competency

Any non-relevant competency may be removed by the line manager.

This section is meant to assess the employee's perf... ...ry in weight and in proficiency levels according to the position. Each competency should have a rating and comments before moving to the next section.

Communicating Effectively 🗑   6.0% of total score ✏
Expresses ideas and information in a clear and concise manner; tailors message to fit the interests and needs of the audience... ...listener

Developing Talent 🗑   6.0% of total score ✏
Invests time and resources into building the capabilities of team members; helps people define career goals and establish dev... ...al feedback and advice

Edit Competency Weights

Set weights and click save. Weights need to add up to 30%.

Total weights add up to 30%.

Communicating Effectively	6 %
Developing Talent	6 %
Making Accurate Judgments and Decisions	6 %
Managing Performance	6 %
Supporting Coworkers	6 %

Save   Cancel

Making Accurate Judgments and Decisions 🗑   6.0% of total score ✏
Bases decisions on a systematic review of relevant facts and informatio...

The line manager can change the weight of competencies.

Managing Performance 🗑   6.0% of total score ✏
Clearly defines and communicates roles and responsibilities; holds people accountable for accomplishing objectives; recogni... ...xpectations; provides effective feedback on performance

Supporting Coworkers 🗑   6.0% of total score ✏
Responds positively to requests; helps others achieve their goals; considers how his/her actions will impact others; looks for ways to contribute to the team

Step 5: Development Objectives

Development Objectives   + Add Objective

Similarly, line manager can add, remove, or change an employee's development objective.

Development Goals
Enhance capabilities as a project manager by completing a project management training and obtain a professional certification by the end of this performance year ✏ 🗑   **On Track**
Successful Certification

Step 6: Send for Approval

Once you have completed the form, click "Approve".

If any changes to the form are required, you can return it to the staff member.

If you haven't finished your form and would like to save it and return to it later, then click on "Save and Close."

Cancel   Save and Close   Send back to Employee   **Approve**

Message from webpage   ✕

⚠ Error – Required Fields are not filled or value is not valid.
Section: Performance Objectives
    6.1 Ensure individual performance objectives adheres with organization values and strategic goals, as measured by: : Target is required
    6.2 Ensure data accuracy and integrity across HR systems, as measured by: : Target is required
    6.3 Foster digitalization in Office of Human Resources, and eliminating manual paper process, as measured by: : Target is required

If the manager does not enter the target of any objective, this error notice will appear.

OK

Thank you!

In case you have any difficulties performing the steps, please contact the Office of Human Resources by sending an email to hr.pa@ajman.ac.ae, or calling ext. 6418