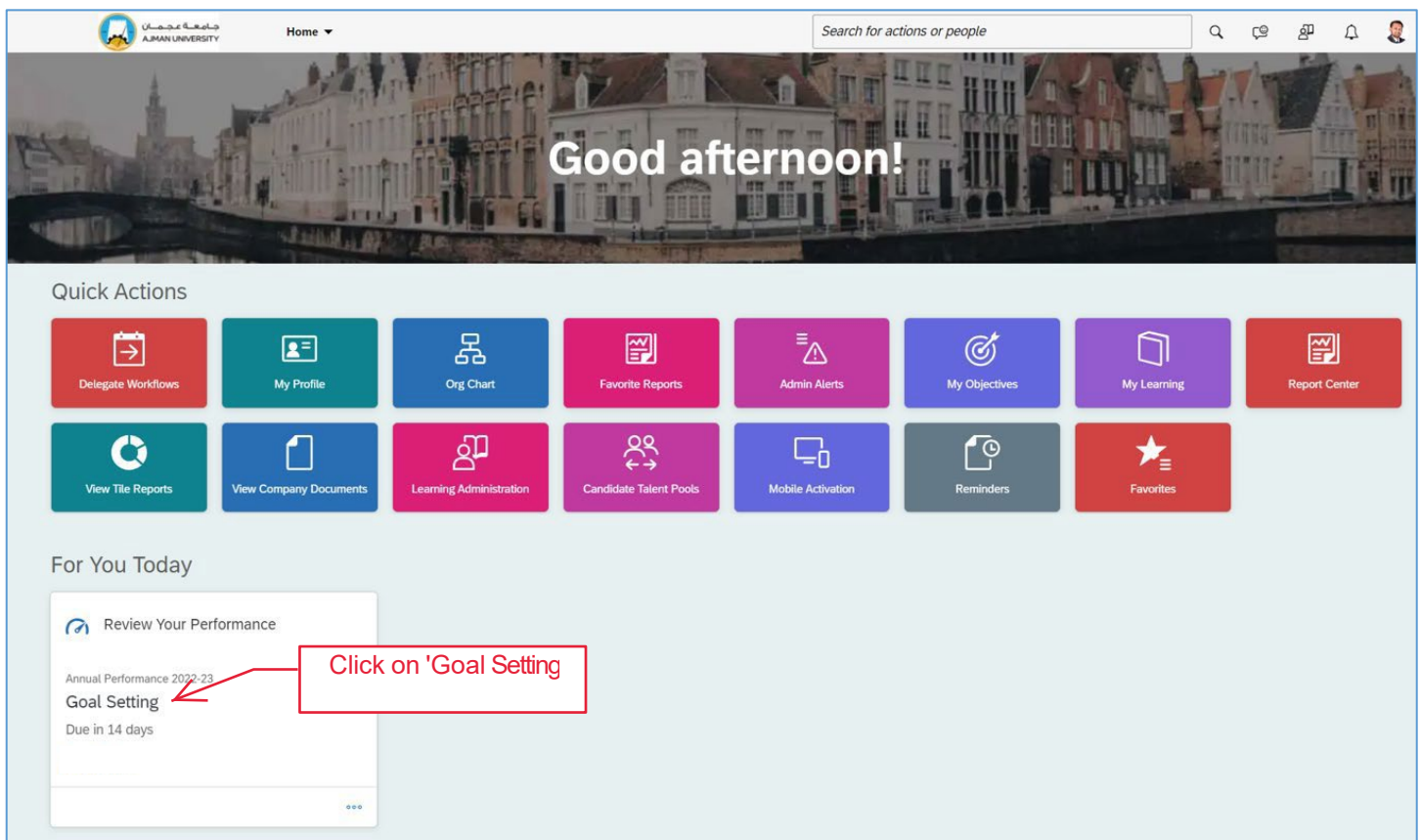


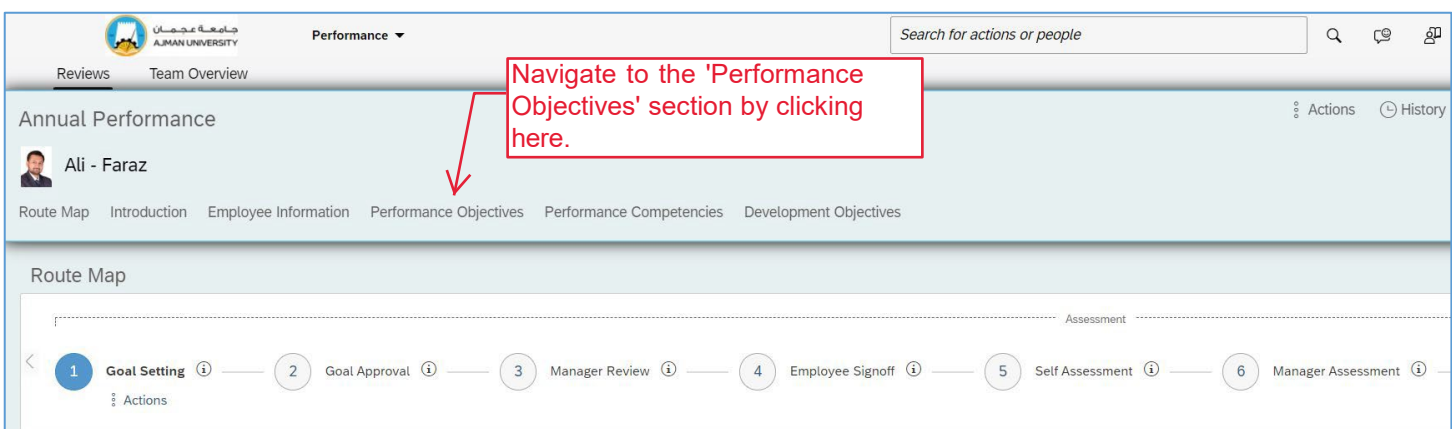
Steps for Setting Performance Objectives

Step 1: Access the Performance Form



The screenshot shows the Al-Jaman University dashboard. At the top, there is a navigation bar with the university logo, a 'Home' dropdown, and a search bar labeled 'Search for actions or people'. Below the navigation bar is a banner image with the text 'Good afternoon!'. The main content area is divided into sections: 'Quick Actions' with various icons for tasks like 'Delegate Workflows', 'My Profile', 'Org Chart', etc.; and 'For You Today' which contains a notification card for 'Review Your Performance'. This card includes the text 'Annual Performance 2022-23', 'Goal Setting', and 'Due in 14 days'. A red box with the text 'Click on 'Goal Setting'' has an arrow pointing to the 'Goal Setting' text in the notification card.

Step 2: Access the Performance Objectives section



The screenshot shows the 'Performance Objectives' section of the Al-Jaman University system. The top navigation bar includes the university logo, a 'Performance' dropdown, and a search bar. Below the navigation bar, there are tabs for 'Reviews' and 'Team Overview'. The main content area is titled 'Annual Performance' and features a user profile for 'Ali - Faraz'. A red box with the text 'Navigate to the 'Performance Objectives' section by clicking here.' has an arrow pointing to the 'Performance Objectives' tab. Below the tabs, there is a 'Route Map' section showing a sequence of steps: 1. Goal Setting, 2. Goal Approval, 3. Manager Review, 4. Employee Signoff, 5. Self Assessment, and 6. Manager Assessment. The 'Goal Setting' step is highlighted with a blue circle and the number '1'.

Step 3: Add Performance Objectives

Create a new performance objective by clicking on 'Add Objective'.

Step 4: Edit Performance Objectives

Choose a relevant AU Strategic Goal to define your performance objective. Your objective must be in line with one of the six (6) AU Strategic Goals.

An objective specifies exactly what you intend to accomplish during this performance year.

Choose the appropriate weight for this objective.

A metric is a quantitative target that is used to assess the success of an objective.

If you have started working on your objective, then change the Status to 'On Track'.

Step 5: Similarly add more objectives

It displays the weight of each objective.

A minimum of three (3) and a maximum of thirteen (13) objectives can be created.

Step 6: Performance Competencies

At the 'Goal Approval' stage, your line manager will assign five (5) competencies based on your job role.

Performance Competencies

This section is meant to assess the employee's performance of specific job competencies. Competencies may vary in weight and in proficiency levels according to the position. to the Teasers and the Writing Assistants as a reference for more consistent performance across the University.
Total Weightage of Competency section should be 100%.

Step 7: Add Development Objectives

Development Objectives are aimed at fostering personal professional advancement and are not mandatory

Development Objectives + Add Objective

Along with planning for Performance Objectives, Line Manager will also agree with their subordinates on setting Development Objectives. The Line Manager shall be monitoring the progress of their employees on achieving these development objectives the same way they monitor the performance objectives.

By clicking here, you can add your development objectives.

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 8: Send for Approval

Once your form is completed and ready to be sent to the manager for approval, click 'Send for Approval'.

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 for Approval

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. 5135.