# **Steps for Setting Performance Objectives**

#### Step 1: Access the Performance Form

	÷ Y Home ▼			Search for a	ctions or people	٩	çe & A
Et al			Good af	ternoon			
Quick Actions							
Delegate Workflows	My Profile	Org Chart	Favorite Reports	E Admin Alerts	ل My Objectives	My Learning	Report Center
View Tile Reports	View Company Documents	Learning Administration	Candidate Talent Pools	Mobile Activation	Reminders	<b>∳</b> ≣ Favorites	
For You Today							
Annual Performance 2022-23 Goal Setting Due in 14 days	Click	on 'Goal Settino					
	000						

### Step 2: Access the Performance Objectives section

Aman UNIVERSITY Performance 🗸		Search for actions or people	٩	ල හු
Reviews Team Overview	Navigate to the 'Performance			
Annual Performance	Objectives' section by clicking here.		§ Actions	(L) History
Route Map Introduction Employee Information Performance Objectiv	ves Performance Competencies Development Objectiv	es		
Route Map				
Goal Setting (1) (2) Goal Approval (1) (	3 Manager Review (1) 4 Employee Signo	ff ④ 5 Self Assessment ④ 6	Manager Asses	sment (i) —

### Step 3: Add Performance Objectives

Search for actions or people	Q	දුම නු	Û Û	8
	§ Actions	() Histor	y 🖶	69
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ectives				
			+ Ad	d Objective
The minimum number of Performance Objectives an employe	e shall be assigned i	is 3, and the m	iaximum	shall be
	Search for actions or people	Search for actions or people	Search for actions or people Q C9 A © Actions © Histor Actives The minimum number of Performance Objectives an employee shall be assigned is 3, and the m	Search for actions or people Q Q A C A C Actions Create a new performance objective

### Step 4: Edit Performance Objectives

dit Objective - Google Cl	hrome	Your objective must be in line with one of the six (6) AU Strategic Goa			
hcm22.sapsf.com/tgr	mEdit?t=6&excPri=false&u=a.faraz&f=1	=10254&/d= -1&/s=3&/fsid=a.faraz&/g=1			
		Edit Objective			
Edit your objective below. Fields marked with * are required.		1-Strengthen academic excellence in line with international standards & market requirements     2-Enhance research quality and impact     3-Build a career-making, student-centric development journey     4-Strengthen meaningful relationships with external communities			
AU Strategic Goals:	6-Enhance institution sustainabilit	5-Recruit and retain diverse and brilliant students 6-Enhance institution sustainability			
* Objective Name:	Ensure individual performance objective adheres with organization values and strategic goals, as measured by:				
		An objective specifies exactly what you intend to accomplish during this performance year.			
* Metric:	100% alignment of individual object	ectives with the Performance Contract (PC) of their offices, and with the strategic objectives of Ajman University			
	Choose this objection	the appropriate weight for ective. A metric is a quantitative target that is used to assess the success of an objective.			
* Weight:	20 %				
Start Date:	09/01/2022	Not Started			
* Due Date:	08/31/2023	Behind objective, then change the Status to			
	On Track	Concelled 'On Track'			
* Status:	On Hack				

### Step 5: Similarly add more objectives

Performance Objectives		+ Add Objective
Performance Objectives are to be planned at the objective can be assigned different weights acco	beginning of the academic year. These objectives shall be aligned with AU strategic goals. The minimum number of Performance ( ding to its importance.	Objectives an employee shall be assigned is 3, and the maximum shall be 13. Each
6.1 Ensure individual performance of 100% alignment of individual objectives with the	jectives adheres with organization values and strategic goals, as measured by: $\mathscr{N}$ 🗑 Performance Contract (PC) of their offices, and with the strategic objectives of the company.	20.0% of total sector On Track
6.2 Ensure data accuracy and integril Achieve 95% of data accuracy by the end of this	y across HR systems, as measured by: 🥒 🗑 performance year	It displays the weight of each objective.
6.3 Foster digitalization in Office of H Digitalize 10 new manual process by the end of	uman Resource, and eliminating manual paper process, as measured by: 🥒 🔋 his performance year	20,0% of total score On Track
	A minimum of three (3) and a maximum of thirteen (13) objectives can be created.	

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

L		
Development Objectives		+ Add Objective
Along with planning for Performance Objectives, Line Manager will also agree with their s they monitor the performance objectives.	subordinates on setting Development Objectives. The Line Manger shall be monitoring the progress of their employees on achieving these development By clicking here, you can add your development objectives.	nt objectives the same way
Development Goals Enhance capabilities as a project manager by completing a project n Successful certification	management training and obtain a professional certification by the end of this performance year. 🥒 🔋	On Track

#### Step 8: 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.