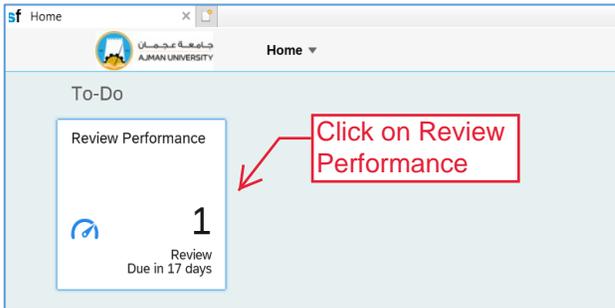


Steps to perform Manager Assessment

Step 1



Home

جامعة عمان
ALJMAN UNIVERSITY

Home

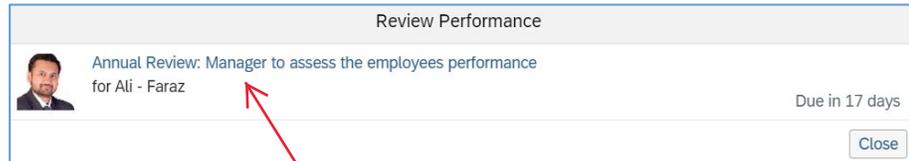
To-Do

Review Performance

1
Review
Due in 17 days

Click on Review Performance

Step 2



Review Performance

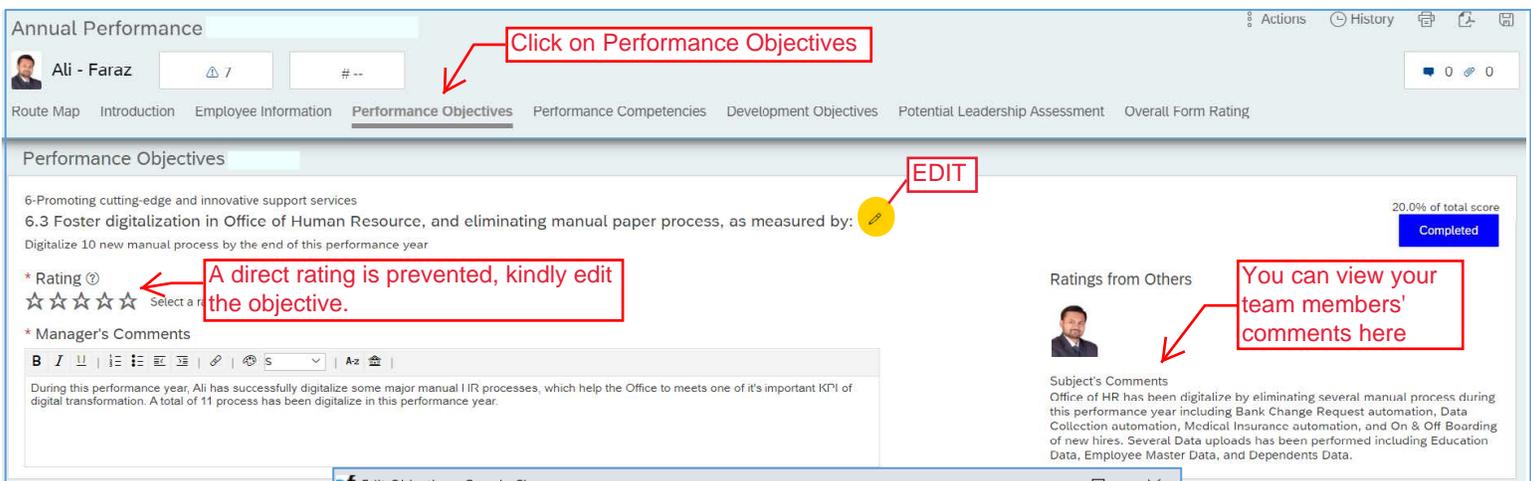
Annual Review: Manager to assess the employees performance for Ali - Faraz

Due in 17 days

Close

Click on Review Performance

Step 3: Evaluate Performance Objectives



Annual Performance

Ali - Faraz

Route Map Introduction Employee Information **Performance Objectives** Performance Competencies Development Objectives Potential Leadership Assessment Overall Form Rating

Performance Objectives

6-Promoting cutting-edge and innovative support services

6.3 Foster digitalization in Office of Human Resource, and eliminating manual paper process, as measured by: Digitalize 10 new manual process by the end of this performance year

20.0% of total score

Completed

EDIT

* Rating ☆☆☆☆ Select a rating

* Manager's Comments

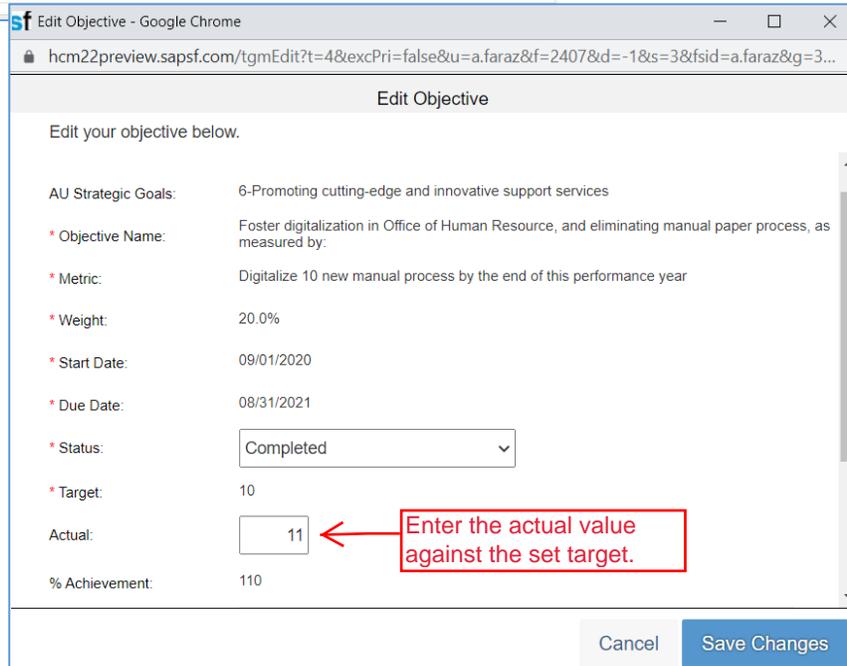
Ratings from Others

Subject's Comments

Office of HR has been digitalize by eliminating several manual process during this performance year including Bank Change Request automation, Data Collection automation, Medical Insurance automation, and On & Off Boarding of new hires. Several Data uploads has been performed including Education Data, Employee Master Data, and Dependents Data.

A direct rating is prevented, kindly edit the objective.

You can view your team members' comments here



Edit Objective - Google Chrome

hcm22preview.sapsf.com/tgmEdit?t=4&excPri=false&u=a.faraz&f=2407&d=-1&s=3&fsid=a.faraz&g=3...

Edit Objective

Edit your objective below.

AU Strategic Goals: 6-Promoting cutting-edge and innovative support services

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

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

* Weight: 20.0%

* Start Date: 09/01/2020

* Due Date: 08/31/2021

* Status: Completed

* Target: 10

Actual: 11

% Achievement: 110

Enter the actual value against the set target.

Cancel Save Changes

Kindly note:

The target value was entered by you at the time of approving the performance form.

At this stage, you are supposed to enter the actual value to achieve the ratings.

If actual value is above the target value, then your team member will exceed the expectations and vice versa.

Step 4: Repeat above steps to evaluate all objectives.

An attachment can be found here, if added by your team member to support his/ her performance form

Annual Performance

Ali - Faraz

Route Map Introduction Employee Information **Performance Objectives** Performance Competencies Development Objectives Potential Leadership Assessment Overall Form Rating

Performance Objectives

6-Promoting cutting-edge and innovative support services

6.1 Ensure individual performance objectives adheres with organization values and strategic goals, as measured by: 20.0% of total score **Completed**

100% alignment of individual objectives with the Performance Contract (PC) of their offices, and with the strategic objectives of the company

* Rating ①
From AU Business Plan 2020-21
★★★★☆ Meets Expectations

* Manager's Comments
Perform up to the requirements to align all KPIs with individual performance objectives.

Ratings from Others

Subject's Comments
An exercise has been conducted for Colleges and Offices to identify and inform line manager's about their subordinates performance objectives alignment with PC contracts. Advise on target modification as per the needs of PC KPIs and successfully moving the performance cycle up to further stages.

6-Promoting cutting-edge and innovative support services

6.2 Ensure data accuracy and integrity across HR systems, as measured by: 20.0% of total score **Completed**

Achieve 95% of data accuracy by the end of this performance year

* Rating ①
From AU Business Plan 2020-21
★★★★☆ Meets Expectations

* Manager's Comments
HR systems are updated with up to date and accurate information. Performed well in integrating both system to transfer required data.

Ratings from Others

Subject's Comments
Both HR systems (SAP and HRNET) system has been equipped with identical data. With the assistance of SAP support team an integration has been developed to transfer new hires data to core system.

6-Promoting cutting-edge and innovative support services

6.3 Foster digitalization in Office of Human Resource, and eliminating manual paper process, as measured by: 20.0% of total score **Completed**

Digitalize 10 new manual process by the end of this performance year

* Rating ①
From AU Business Plan 2020-21
★★★★☆ Exceeds Expectations

* Manager's Comments
During this performance year, Ali has successfully digitalize some major manual HR processes, which help the Office to meets one of it's important KPI of digital transformation. A total of 11 process has been digitalize in this performance year.

Ratings from Others

Subject's Comments
Office of HR has been digitalize by eliminating several manual process during this performance year including Bank Change Request automation, Data Collection automation, Medical Insurance automation, and On & Off-Boarding of new hires. Several Data uploads has been performed including Education Data, Employee Master Data, and Dependents Data.

Similarly add ratings and comments for all objectives.

Step 5: Evaluate Performance Competencies

Annual Performance

Ali - Faraz

Route Map Introduction Employee Information Performance Objectives **Performance Competencies** Development Objectives Potential Leadership Assessment Overall Form Rating

Performance Competencies

Making Accurate Judgments and Decisions 8.0% of total score

Bases decisions on a systematic review of relevant facts and information; avoids making assumptions or rushing to judgment; provides clear rationale for decisions

* Rating ①
★★★★☆ Exceeds Expectations

* Manager's Comments
Writing Assistant
Ali looks at a number of options when facing important decisions. Ali resists the urge to jump at the first solution and takes time to critically review different options to arrive at the best choice.

Click on Performance Competencies

Ratings from Others

Rating ①
★★★★☆ 4.0 - Exceeds Expectations

Subject's Comments
I collaborate with others when solving problems and making decisions. I actively involve people whose knowledge, perspective or position can provide useful insight into different decisions.

Provide rating and comments

Step 6: Evaluate Development Objectives in same manner

Step 7: Overall Form Rating

Annual Performance Actions History

Ali - Faraz 0

Route Map Introduction Employee Information Performance Objectives Performance Competencies Development Objectives Potential Leadership Assessment **Overall Form Rating**

Overall Form Rating

The Manager's ratings are the "ratings of record" and will not be calculated into the overall form calculation until the form is saved in the system. You may save the form by using the save button in the upper right corner of the form to view the total score or save at the bottom to exit the form.

Please click Previous Years Ratings to view employee's previous year's performance ratings.

Rating Description:

From	To	Rating Description
0.1	1.99	Unsatisfactory
2	2.99	Needs Development
3	3.99	Meets Expectations
4	4.49	Exceeds Expectations
4.5	5	Substantially Exceeds Expectations

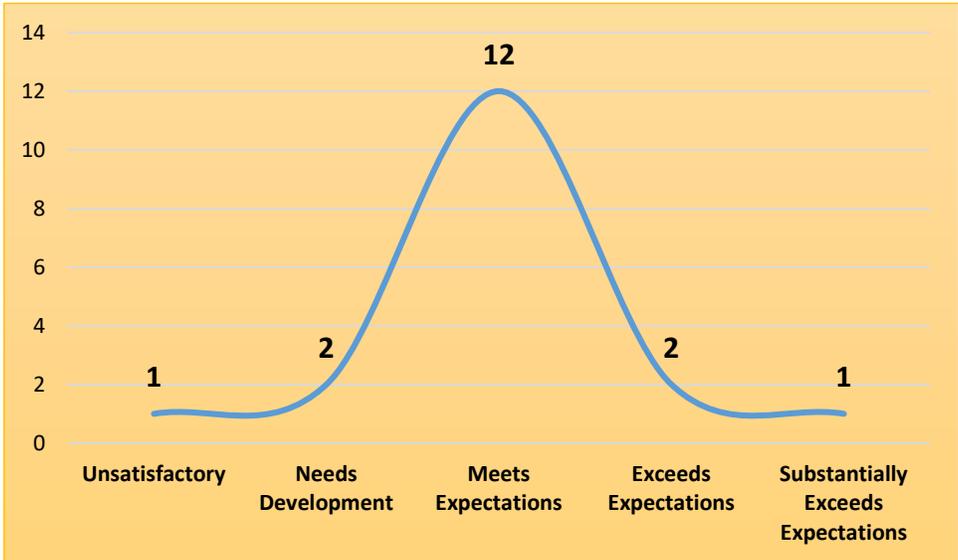
Overall Form Rating: 3.0 - Meets Expectations

Adjusted Calculated Form Rating: 3.0 - Meets Expectations
Calculated Rating: 3.64

Name	Rating	Weight
Performance Objectives	3.33	60.0% of total score
Ensure individual performance objectives adheres with organization values and strategic goals, as measured by:	3.00 - Meets Expectations	20.0%
Ensure data accuracy and integrity across HR systems, as measured by:	3.00 - Meets Expectations	20.0%
Foster digitalization in Office of Human Resource, and eliminating manual paper process, as measured by:	4.00 - Exceeds Expectations	20.0%
Performance Competencies	4.1	40.0% of total score
Developing Talent	4.0 - Exceeds Expectations	8.0%
Making Accurate Judgments and Decisions	4.0 - Exceeds Expectations	8.0%
Managing Performance	5.0 - Substantially Exceeds Expectations	8.0%
Supporting Coworkers	3.0 - Meets Expectations	10.0%
Communicating Effectively	5.0 - Substantially Exceeds Expectations	6.0%

Try to make a bell curve distribution while evaluating final results. Not every staff member should be exceeding expectations and vice versa

Example: A manager has 18 team members, where 12 meet expectations and others are "below or exceed" expectations



Step 6: Enter final comments and send the form to HR

The screenshot shows a web form titled "Section Comments:" with a sub-section for "Manager's Comments". The text area contains the comment: "Overall Ali did well in meeting the expectations." Below the text area is a toolbar with icons for bold, italic, underline, list, link, unlink, and size. At the bottom of the form are four buttons: "Cancel", "Save and Close", "Send to Employee", and "Send to HR".

Four red callout boxes with arrows point to specific elements:

- Top right: "Once you've finished the evaluation and ready to send the form to HR, click 'Send to HR.'"
- Middle right: "You may send the form back to the staff member for further discussion." (points to "Send to Employee")
- Middle left: "If you haven't finished your form and would like to save it and return to it later, click 'Save and Close.'"
- Bottom left: "Enter final comments" (points to the text area)

Thank you!

If you require any assistance, please do not hesitate to contact ext. 6418 or email hr.pa@ajman.ac.ae.