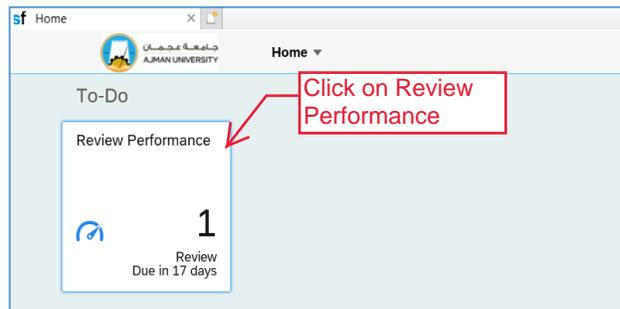
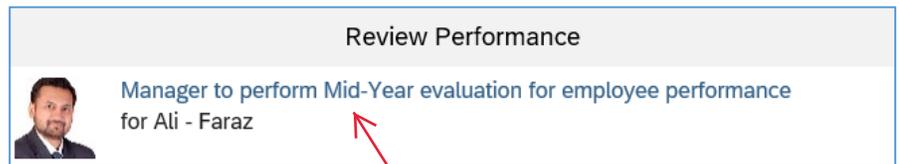


# Steps for Performing Mid-Year Review

## Step 1



## Step 2



## Step 3: Performance Objectives - Provide Mid-Year Feedback

Performance Objectives

Performance Objectives are to be planned at the beginning of the year and are to be reviewed at different weights according to its importance. In any case, the minimum number of Performance Objectives an employee shall be assigned is 3, and the maximum shall be 13. Each objective can be assigned a weight of 100%.

6 Promoting cutting edge and innovative support services

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

20.0% of total score  
On Track

Manager may edit the objective to modify the weight and target, if required.

Enter Mid-Year feedback here.

Manager's Comments

Edit Objective

Edit your objective below.

Fields marked with \* are required.

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

\* Objective Name: Ensure individual performance objectives adheres with organization values and strategic goals, as measured by.

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

\* Weight: 20.0 %

\* Start Date: 09/01/2020

\* Due Date: 08/31/2021

\* Status: On Track

Milestones: none

\* Target: 100

## Step 4: Performance Competencies - Provide Mid-Year Feedback

Performance Competencies

+ Add Competency

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. Each competency should have a rating and comments before moving to the next section. We highly advise that you refer to the Teasers and the Writing Assistants as a reference for more consistent performance across the University. The total weight of competencies shall be 40% of the total performance weight.

Managing Performance

Clearly defines and communicates roles and responsibilities; holds people accountable for accomplishing objectives; recognizes and rewards people who achieve results and deliver on performance expectations; provides effective feedback on performance

\* 8.0% of total score

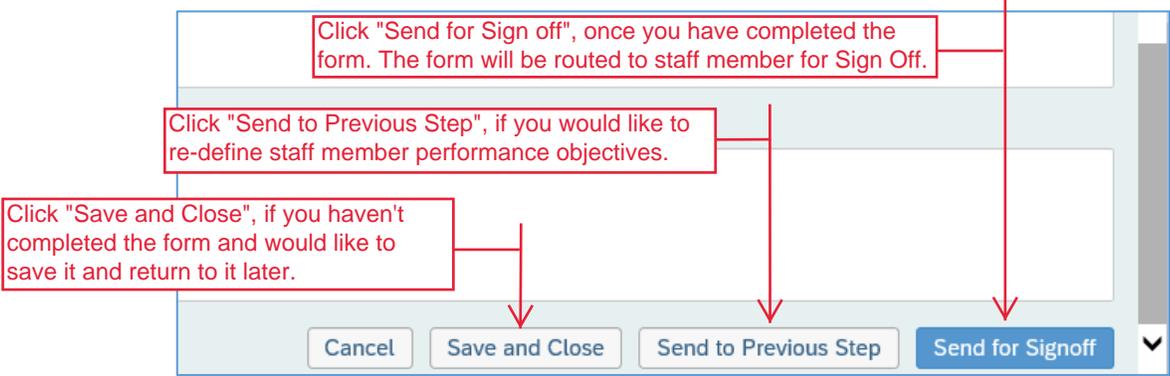
Manager's Comments

Writing Assistant

Enter Mid-Year feedback here.

Manager may edit the weight or add/delete any competency for staff member, if required.

Step 5: Send for Staff Member Sign-Off



**Thank you!**

In case you have any difficulties performing the steps, please contact HR by sending an email to [hr.pa@ajman.ac.ae](mailto:hr.pa@ajman.ac.ae) or calling ext. 6418