Steps for Performing Mid-Year Review

Step 1

Click on Review Performance
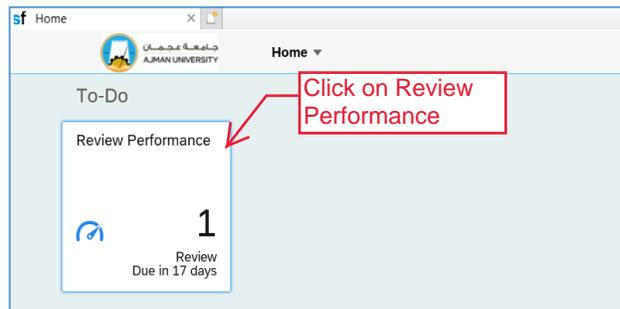
Step 2
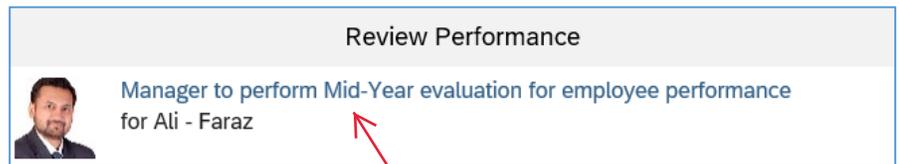
Step 3: Performance Objectives - Provide Mid-Year Feedback

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

Enter Mid-Year feedback here.

Step 4: Performance Competencies - Provide Mid-Year Feedback

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

Enter Mid-Year feedback here.

Step 5: Send for Staff Member Sign-Off

Click "Send for Sign off", once you have completed the form. The form will be routed to staff member for Sign Off.

Click "Send to Previous Step", if you would like to re-define staff member performance objectives.

Click "Save and Close", if you haven't completed the form and would like to save it and return to it later.

| Cancel | Save and Close | Send to Previous Step | Send for Signoff |
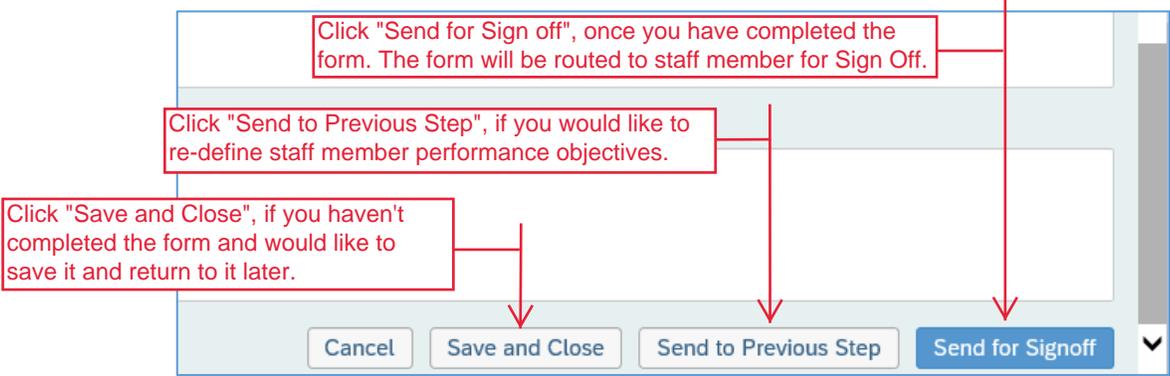
Thank you!

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