Steps for performing Self-Assessment

Step 1

To-Do

Review Performance

1

Review
Due in 17 days

Click on Review Performance

Step 2

Review Performance

Annual Review : Employee's Self Assessment
for Ali - Faraz

Due in 17 days

Close

Step 3: Performance Objectives - Enter Comments

Annual Performance

Actions | History | 0

Ali - Faraz   ⚠ 13

Click on Performance Objectives

Route Map | Introduction | Employee Information | **Performance Objectives** | Performance Competencies | Development Objectives

Performance Objectives

6-Promoting cutting-edge and innovative support services
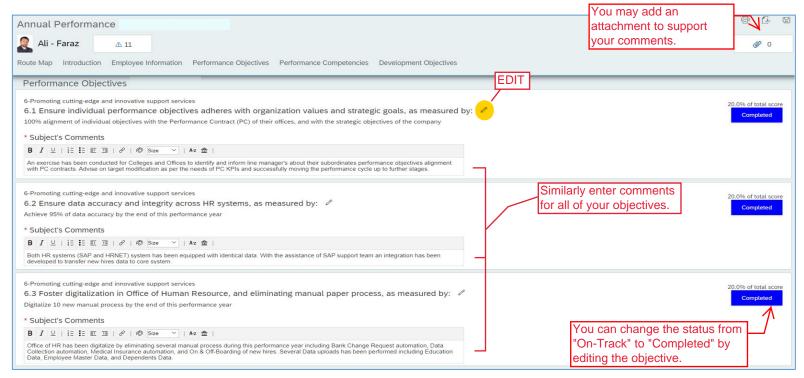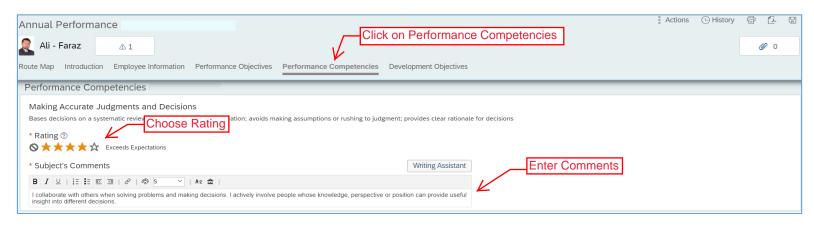6.1 Ensure individual performance objectives adheres with organization values and strategic goals, as measured by:
100% alignment of individual objectives with the Performance Contract (PC) of their offices, and with the strategic objectives of the company

* Subject's Comments

B I U | ≔ ≔ ⊡ ⊡ | ⌗ ⊕ S ∨ | A-z ⌂ |

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.

20.0% of total score
On Track

Enter your comments here to self-assess your performance objective.

Step 4: Repeat step to enter comments for all Performance Objectives

You may add an attachment to support your comments.

Annual Performance

Ali - Faraz   ⚠ 11 | 0

Route Map | Introduction | Employee Information | Performance Objectives | Performance Competencies | Development Objectives

Performance Objectives

EDIT

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

* Subject's Comments

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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.

20.0% of total score
Completed

6-Promoting cutting-edge and innovative support services
6.2 Ensure data accuracy and integrity across HR systems, as measured by:
Achieve 95% of data accuracy by the end of this performance year

* Subject's Comments

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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.

20.0% of total score
Completed

Similarly enter comments for all of your 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

* Subject's Comments

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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.

20.0% of total score
Completed

You can change the status from "On-Track" to "Completed" by editing the objective.

Step 5: Performance Competencies – Enter Self-Rating and Comments

Annual Performance

⋮ Actions | History | 🖨 | 📤 | 💾

Ali - Faraz | ⚠ 1

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Route Map | Introduction | Employee Information | Performance Objectives | **Performance Competencies** | Development Objectives

Click on Performance Competencies

Performance Competencies

Making Accurate Judgments and Decisions

Bases decisions on a systematic review ... ation; avoids making assumptions or rushing to judgment; provides clear rationale for decisions

* Rating ⑦

Choose Rating

🚫 ★★★★☆ Exceeds Expectations

Enter Comments

* Subject's Comments

Writing Assistant

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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.

Step 6: Development Objectives – Enter Comments

Annual Performance

⋮ Actions | History | 🖨 | 📤 | 💾

Ali - Faraz | ✓ 0

📎 0

Route Map | Introduction | Employee Information | Performance Objectives | Performance Competencies | **Development Objectives**

Click on Development Objectives

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

Completed

✎
Successful certification

Enter Comments

* Subject's Comments

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Completed Project Management certification in this performance year.

Step 6: Send for Manager for Evaluation

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

If you haven't finished your form and would like to save it and return to it later, click "Save and Close."

Cancel | Save and Close | **Send to Manager**

Thank you!

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