

ب- يتم الدخول على Group 4 project appraisal review Template و اختيار New from Template
اختر الأشخاص المطلوب عمل تقييم لهم وال ثم الدخول الى Group 4 project appraisal واختيار Performance Period ثم الضغط على OK

The screenshot shows the 'Appraisal' module in Microsoft Dynamics 365. The 'New from template' dialog is open, allowing the creation of a new appraisal based on existing templates. The dialog includes fields for 'Review template' (selected as 'AO performance'), 'Description' (AO Performance), 'Review type' (AO Performance), 'Job family' (AO), 'Position type' (Full-time), 'Start date' (07/11/2025), 'Performance period' (Group 4 Project appraisal), 'Total goals...' (0.00), and 'Final employee rating'. Below this, a list of workers is displayed, with several names selected. The 'OK' button at the bottom right of the dialog is highlighted.

Review template	Description	Review type	Job family	Position type	Start date	Performance period	Total goals...	Final employee rating
AO performance	AO Performance	AO Performance			07/11/2025	Group 4 Project appraisal	0.00	
WO	تقييم ريع سنوي	WO	تقييم ريع سنوي	فنيه	07/11/2025	Group 4 Project appraisal	0.00	
MGS	MG Type	MG Type			07/11/2025	Group 4 Project appraisal	0.00	
MSDer_Review template	Review types, MSDers pro...	MSDerAAppraisal			07/11/2025	Group 4 Project appraisal	0.00	
Group 4 Project appraisal	Group 4 Project	Group 4 Projec	فنيه	Full-time	07/11/2025	Group 4 Project appraisal	0.00	

SELECT WORKERS

Show all workers

Name	Personnel number
Ahmed Elsayed Abdelfattah	006093
Ahmed Kamal Abdelaziz	006088
Ahmed Mohamed Abdell...	006096
Kareem Shoaib	01
mohamed hamdy abdel...	006080
ahmed salama toto	006081

Performance period

Group 4 Project appraisal

Start date

07/11/2025

End date

31/12/2025

OK

ج- يتم الدخول على الموظف المطلوب عمل تقييم له و اختيار Measurement ثم عمل Edit لكل عنصر واختيار التقييم المناسب للعامل ثم انهاء التقييمات والدخول الى rating لمعرفة نتيجة التقييم للعامل

The screenshot shows a list of appraisals for 'Group 4 Project'. The columns include: Discussion, Description, Worker, Review type, Status, Start date, Performance period, Total goals..., Final employee rating, and a filter button.

Discussion	Description	Worker	Review type	Status	Start date	Performance period	Total goals...	Final employee rating
003359	Group 4 Project	Ahmed Eslayed Abdelfattah	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	1
003361	Group 4 Project	Ahmed Mohamed Abdellak	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
003362	Group 4 Project	mohamed hamdy abdelnaby	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
003363	Group 4 Project	ahmed salama foto	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
003364	Group 4 Project	abdulla ali yehya	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
003365	Group 4 Project	ahmed mohamed salem	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
003366	Group 4 Project	Ahmed Kamal Abdelaziz	Group 4 Projec	Not started	07/11/2025	Group 4 Project appraisal	0.00	
001572	area Q Reviews	مدون دباب	CA13 Q Reviews	Not started	01/10/2025	CA13 Q4	0.00	Very Good
001572	AO Performance	Ahmed Osama Ali	AO Performance	Not started	01/10/2025	AO Q4	310.00	EXCELLENT
001554	CA13 MK Appraisal 4TH Q.	Maiar Adel	Appraisal MK	Not started	01/10/2025	4TH QUARTER	251.00	
001552	TRAINING AH	Adeen Hany	AH PERF	Not started	01/10/2025	Annual AH	290.00	
001577	Tele Sales Omar Monthly	Omar Fouad	Tele Sales Omar	Completed	01/09/2025	Tele Sales Omar 9	300.00	Excellent
001549	WE review	Ahmed el-Sheikh	WE review	Not started	01/09/2025	WE quarter 2025	0.00	
001581	تقدير شهري حافظ ادائى	abdelmaksoud mohamed Abdelmaksoud	تقدير شهري حافظ	In progress	24/08/2025	تقدير شهري حافظ ادائى	0.00	
001478	القىم الشهوى	على مصطفى سليمان	Appraisal	In progress	16/08/2025	تقدير شهري حافظ ادائى	88.00	Expert
001462	القىم الشهوى	على مصطفى سليمان	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	98.00	Expert
001582	تقدير شهري حافظ ادائى	Mohamed Fawzy nomir	تقدير شهري حافظ	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001480	القىم الشهوى	احمد محمد العطاوب	Appraisal	In progress	16/08/2025	تقدير شهري حافظ ادائى	93.00	Expert
001481	القىم الشهوى	محمد احمد اسماعيل	Appraisal	In progress	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001477	القىم الشهوى	نادر السيد ابو يكير	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001473	القىم الشهوى	Hatham Solaiman	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001474	القىم الشهوى	ahmed mohamed ELFAR	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001472	تقدير اداء	ahmed mohamed ELFAR	تقدير اداء	In progress	16/08/2025	شهري	72025	ضعيف
001475	القىم الشهوى	mohamed wahp mohamed	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001490	التقىم الشهوى	mshammed elsayed	التقىم الشهوى	Not started	16/08/2025	شهري	72025	0.00
001463	القىم الشهوى	محمد احمد محمد	Appraisal	Not started	16/08/2025	تقدير شهري حافظ ادائى	0.00	
001470	تقدير اداء	Charlie Carlson	Appraisal	In progress	16/08/2025	تقدير شهري حافظ ادائى	6.00	Advanced
001464	التقىم الشهوى	Charlie Carlson	Appraisal	Not started	16/08/2025	شهري	72025	0.00
001471	تقىم أداء	Wendy Kahn	تقىم أداء	Not started	16/08/2025	تقىم شهري حافظ ادائى	0.00	
001465	التقىم الشهوى	Wendy Kahn	Appraisal	Not started	16/08/2025	تقىم شهري حافظ ادائى	0.00	
Total								
Calculate								

The screenshot shows the 'Measurements' section for 'Group 4 Project'. It includes a table with columns: Measurement, Target, Currency, Actual, Stretch goal, and Goal.

Measurement	Target	Currency	Actual	Stretch goal	Goal
WO التدريب والتطوير	25		0		Group 4 Project
WO تحسين معدال التحويل	25		0		Group 4 Project
WO تعزيز رضا العملاء	25		0		Group 4 Project
WO تنفيذ الاعمال بمحنة WO	25		0		Group 4 Project

Finance and Operations | Human resources > Performance > Appraisal

Appraisal | Standard view

Group 4 Project

Not started

Measurements

+ Add measurement ▾ Edit measurement ▾ Remove

Measurement	target	Currency	Actual	Stretch goal	Goal
WO الندوب والتطور	15		21		Group 4 Project
تحسين معدل التحويل (WO)	15		0		Group 4 Project
تعزير رضا العملاء	15		0		Group 4 Project
تنفيذ الأعمال بجزئية	15		0		Group 4 Project

Actual percent: 20.00

Stretch goal: No

Weight: 25

Edit measurement

Measurement: WO تحسين معدل التحويل

Target percent: 25.00

Actual percent: 20.00

Stretch goal: No

Weight: 25

OK

Review Measurements (4) Activities (0) Ratings Sign offs (1) Attachments General

Group 4 Project

Ahmed Esayed Abdelfattah

Group 4 Project

Group 4 Project appraisal

Not started

Group 4 Project

mohamed hamdy abdelnaby

Group 4 Project

Group 4 Project appraisal

Not started

Group 4 Project

ahmed salama tota

Group 4 Project

Group 4 Project appraisal

Not started

Group 4 Project

abdulla ai yehya

Group 4 Project

Group 4 Project appraisal

Not started

Group 4 Project

ahmed mohamed salem

Group 4 Project

Group 4 Project appraisal

Not started

Group 4 Project

Ahmed Kamal Abdelaziz

Group 4 Project

Group 4 Project appraisal

Not started

areda Q Reviews

مدونات CAI3 Q Reviews

CAI3 Q4

Not started

AO Performance

Ahmed Osama Ali

Finance and Operations | Human resources > Performance > Appraisal

Appraisal | Standard view

Group 4 Project

Not started

Review Measurements (4) Activities (0) Ratings Sign offs (1) Attachments General

Rating

Final employee rating	Total goals score	Total score	Average score
91.00	0.00	0.00	

5

Comment

Rating details

Description	Weight	Employee rating	Employee score	Manager rating	Manager score	Score
Group 4 Project	100.00		0.00		0.00	0.00

TRAINING AH

Adeen Hany

AH PERF

Anoush AH

Not started

CAI3 MK Appraisal 4TH Q.

Maha Adel

