

Performance Management

1- Define performance review templates.

2- Assign KPIs and objectives to employees.

- لعمل Review Templates سنقوم بالخطوات الاتية

أ- يتم الدخول الي

Modules → Human Recourses → Performance → Setup

The screenshot displays the SAP Finance and Operations user interface. On the left, the navigation menu is visible, with 'Modules' highlighted and expanded. The 'Performance' module is selected, and the 'Setup' option is highlighted under the 'Worker goals report' section. The main area shows a grid of various business processes, including 'Expense management', 'Optimisation advisor', 'Purchase order receipt and follow-up', 'Supplier invoice entry', 'AA', 'Feature management', 'Outbound work monitoring', 'Recruitment management', 'Supplier payments', 'social media', 'Financial analysis - all companies', 'Outbound work planning', 'Released product maintenance', 'Supply risk assessment', 'My workspace 4', 'Financial analysis - current company', 'Payment workspace', 'Reservation management', 'System administration', 'f', 'Financial period close', 'Payroll management', 'Resource lifecycle management', 'Task management', 'NOHA', 'Fixed asset management', 'Payroll workspace', 'Retail and Commerce IT', 'Warehouse implementation tasks', 'SAMYYY', 'General journal processing', 'People', 'Sales order processing and enquiry', 'Work order management', 'Osama Elmosry', 'Globalisation studio', 'Personnel management', 'Sales return processing', 'أوامر التوريد', 'kk', 'Invoicing', 'Pricing management', 'Spotlight wall', 'التسجيلات التجارية', 'My workspace 12', 'Learning', 'Product readiness for discrete manufacturing', 'Store financials', 'مستلزمات إنتاج', and 'AA'.

ب- يتم إنشاء Goal Category علي سبيل المثال Group 4 Project

The screenshot shows the SAP Finance and Operations Setup - Goal category screen. The left sidebar contains the navigation menu, and the main area displays a grid of various business processes. The 'Goal category' option is highlighted in the 'Setup' section of the left sidebar.

Navigation Menu (Left Sidebar):

- Home
- Favourites
- Recent
- Workspaces
- Modules
- Asset leasing
- Asset management
- Audit workbench
- Budgeting
- Cash and bank management
- Checks
- Common
- Consolidations
- Cost accounting
- Cost management
- Credit and collections
- Demo data
- Engineering change management
- Expense management
- Fixed assets
- Fleet management
- General ledger
- Global stock accounting
- HR business process
- Human resources**
- Landed cost
- Leave and absence
- Master planning
- NextGen Payroll
- Organisation

Setup - Goal category (Left Sidebar):

- Expand all Collapse ...
- Workspaces
- Workers
- Positions
- Jobs
- Departments
- Benefits
- Compensation
- Absence
- Recruitment
- Competencies
- Performance
 - Performance journal
 - Goals
 - Appraisal
 - Worker goals report
 - Setup
 - Goal category
 - Goal templates
 - Goal groups
 - Review types
 - Performance period
 - Performance journal source types
 - Measurements
 - Review templates
- Courses
- Task management
- Business process
- User defined links

Main Area (Grid of Business Processes):

- Copilot for Finance (Preview)
- Demand planning
- Human Resources
- Invoice capture
- Recruiting add-on (Preview)
- Stock Visibility
- Expense management
- Optimisation advisor
- Purchase order receipt and follow-up
- Supplier invoice entry
- AA
- Feature management
- Outbound work monitoring
- Recruitment management
- Supplier payments
- social media
- Financial analysis - all companies
- Outbound work planning
- Released product maintenance
- Supply risk assessment
- My workspace 4
- Financial analysis - current company
- Payment workspace
- Reservation management
- System administration
- f
- Financial period close
- Payroll management
- Resource lifecycle management
- Task management
- NOHA
- Fixed asset management
- Payroll workspace
- Retail and Commerce IT
- Warehouse implementation tasks
- SAMYYY
- General journal processing
- People
- Sales order processing and enquiry
- Work order management
- Osama Elmorsy
- Globalisation studio
- Personnel management
- Sales return processing
- أوامر التوريد
- kk
- Invoicing
- Pricing management
- Spotlight wall
- التسجيلات التجارية
- My workspace 12
- Learning
- Product readiness for discrete manufacturing
- Store financials
- مستلزمات إنتاج
- AA

The screenshot shows the SAP Finance and Operations Setup - Goal category screen. The left sidebar contains the navigation menu, and the main area displays a list of goal categories. The 'Group 4 Project' category is highlighted in the list.

Navigation Menu (Left Sidebar):

- Home
- Favourites
- Recent
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- Asset leasing
- Asset management
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- General ledger
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- Human resources**
- Landed cost
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- Organisation

Setup - Goal category (Left Sidebar):

- Expand all Collapse ...
- Workspaces
- Workers
- Positions
- Jobs
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- Recruitment
- Competencies
- Performance
 - Performance journal
 - Goals
 - Appraisal
 - Worker goals report
 - Setup
 - Goal category
 - Goal templates
 - Goal groups
 - Review types
 - Performance period
 - Performance journal source types
 - Measurements
 - Review templates
- Courses
- Task management
- Business process
- User defined links

Main Area (List of Goal Categories):

Goal category	Description	Active
Group 4 Project	Group 4 Project	<input checked="" type="checkbox"/>
0_تقييم أداء	تقييم أداء المشروع	<input checked="" type="checkbox"/>
1_goal category	تقييم أداء	<input checked="" type="checkbox"/>
AO COMPETENCIES	AO COMPETENCIES	<input checked="" type="checkbox"/>
AO goal	AO goal	<input checked="" type="checkbox"/>
AO HR	AO HR	<input checked="" type="checkbox"/>
ARDEEN 1	AH 1	<input checked="" type="checkbox"/>
ARDEEN 2	AH 2	<input checked="" type="checkbox"/>
CAI3 GH HR	CAI3 GH HR	<input checked="" type="checkbox"/>
CAI3 MK HR	CAI3 MK HR TEMP.	<input checked="" type="checkbox"/>
CAI3 MK TECH	CAI3 MK TECH. TEMP.	<input checked="" type="checkbox"/>
CAI3 Skills	areda Skills temp.	<input checked="" type="checkbox"/>
CAI3 Technical	areda technical temp.	<input checked="" type="checkbox"/>
Company	Company	<input checked="" type="checkbox"/>
Contract Extnsn	Contract Extension	<input checked="" type="checkbox"/>
Customer	Customer	<input checked="" type="checkbox"/>
Emp_Eva_1	evaluation 1	<input checked="" type="checkbox"/>
Emp_Eva_2	Evaluation 2	<input checked="" type="checkbox"/>
HR Temp.	HR Temp.	<input checked="" type="checkbox"/>
improve	improve	<input checked="" type="checkbox"/>
Manufacturing	Manufacturing	<input checked="" type="checkbox"/>
Omar Sales	Omar Sales Monthly	<input checked="" type="checkbox"/>
Omar Sales 2	Omar Sales 2	<input checked="" type="checkbox"/>
Personal	Personal	<input checked="" type="checkbox"/>
Project	Project	<input checked="" type="checkbox"/>
Salary Adjustmnt	Salary Adjustment	<input checked="" type="checkbox"/>
Sales	Sales	<input checked="" type="checkbox"/>
Sales Monthly	Performance Monthly Omar	<input checked="" type="checkbox"/>
Scientific Temp	Scientific Temp	<input checked="" type="checkbox"/>
Skills Temp	Skills Temp	<input checked="" type="checkbox"/>
Strategic	Strategic	<input checked="" type="checkbox"/>

ت- يتم انشاء Goal Group علي سبيل المثال Group 4 project

The screenshot shows the SAP Finance and Operations dashboard. On the left, the navigation menu is expanded, and the 'Goal groups' option under the 'Performance' section is highlighted with a red box. The main area displays a grid of various business process tiles, including 'Expense management', 'Optimisation advisor', 'Purchase order receipt and follow-up', 'Supplier invoice entry', 'Recruiting add-on (Preview)', 'Stock Visibility', 'Feature management', 'Outbound work monitoring', 'Recruitment management', 'Supplier payments', 'Social media', 'Financial analysis - all companies', 'Outbound work planning', 'Released product maintenance', 'Supply risk assessment', 'My workspace 4', 'Financial analysis - current company', 'Payment workspace', 'Reservation management', 'System administration', 'f', 'Financial period close', 'Payroll management', 'Resource lifecycle management', 'Task management', 'NOHA', 'Fixed asset management', 'Payroll workspace', 'Retail and Commerce IT', 'Warehouse implementation tasks', 'SAMYY', 'General journal processing', 'People', 'Sales order processing and enquiry', 'Work order management', 'Osama Elmsory', 'Globalisation studio', 'Personnel management', 'Sales return processing', 'أوامر التوريد', 'kk', 'Invoicing', 'Pricing management', 'Spotlight wall', 'التسجيلات التجارية', 'My workspace 12', 'Learning', 'Product readiness for discrete manufacturing', 'Store financials', 'مستلزمات إنتاج', and 'AA'.

The screenshot shows the SAP 'Goal groups' configuration screen. The left-hand list displays various goal groups, with 'Group 4 Project' highlighted in blue. The main area shows the configuration for 'Group 4 Project'. The 'Name' field is set to 'إدارة السلامة والصحة المهنية' (Occupational Safety and Health Management), and the 'Operating unit number' is set to '202'. The 'Goal templates associated with the group' section is empty, displaying the message 'We didn't find anything to show here.'.

ث- يتم انشاء Review Types علي سبيل المثال Group 4 Project

Finance and Operations

Expand all Collapse ...

Setup

Workspaces

Workers

Positions

Jobs

Departments

Benefits

Compensation

Absence

Recruitment

Competencies

Performance

Performance journal

Goals

Appraisal

Worker goals report

Setup

Goal category

Goal templates

Goal groups

Review types

Performance period

Performance journal source types

Measurements

Review templates

Courses

Task management

Business process

User defined links

Copilot for Finance (Preview)

Demand planning

Human Resources

Invoice capture

Recruiting add-on (Preview)

Stock Visibility

Expense management

Optimisation advisor

Purchase order receipt and follow-up

Supplier invoice entry

AA

Feature management

Outbound work monitoring

Recruitment management

Supplier payments

social media

Financial analysis - all companies

Outbound work planning

Released product maintenance

Supply risk assessment

My workspace 4

Financial analysis - current company

Payment workspace

Reservation management

System administration

f

Financial period close

Payroll management

Resource lifecycle management

Task management

NOHA

Fixed asset management

Payroll workspace

Retail and Commerce IT

Warehouse implementation tasks

SAMYYY

General journal processing

People

Sales order processing and enquiry

Work order management

Osama Elmorsy

Globalisation studio

Personnel management

Sales return processing

أوامر التوريد

kk

Invoicing

Pricing management

Spotlight wall

التسجيلات التجارية

My workspace 12

Learning

Product readiness for discrete manufacturing

Store financials

مستندات إنتاج

AA

Finance and Operations

Human resources > Performance > Setup > Review types

TGT

Save + New Delete Options

Review types

Standard view

Filter

Review type	Description	Enable workflow for this type	Status of new review	Allow edit in final review	Enable manager sign off	Enable employee sign off
Group 4 Project	Group 4 Project	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
تقييم 0		<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1_review types		<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
abc	abc	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH PERF		<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH TRAINING		<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Appraisal	AO Appraisal	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Performance	AO Performance	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal	التقييم الشهري	<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Af	Appraisal	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal MK	CAI3 MK Appraisal 4TH Q.	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budgeting	Budgeting	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAI3 Q Reviews	areda Q Reviews	<input type="checkbox"/>	Ready for review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching	Coaching one on one	<input type="checkbox"/>	Final review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	Job development	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
employee perf.	employee performance	<input type="checkbox"/>	In progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exit	Exit interview	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H		<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mangers perf.	mangers perf.	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mentor	Mentor dialog	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MG Type	MG Type	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mid-year review		<input type="checkbox"/>	In progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MSDerAAppraisal	Review types, MSDers project	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Probation	Probation period discussion	<input type="checkbox"/>	Ready for review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review	Performance review	<input checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	Wage and condition discussion	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
semi annual eva	semi annual evaluation	<input type="checkbox"/>	In progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strategy	Strategy	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tele Sales Omar	Tele Sales Omar Monthly	<input type="checkbox"/>	In progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WE review	WE review	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WO	تقييم ربع سنوي	<input type="checkbox"/>	In progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
التقييم الشهري	التقييم الشهري	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ج- يتم انشاء Performance Period علي سبيل المثال Group 4 Project appraisal

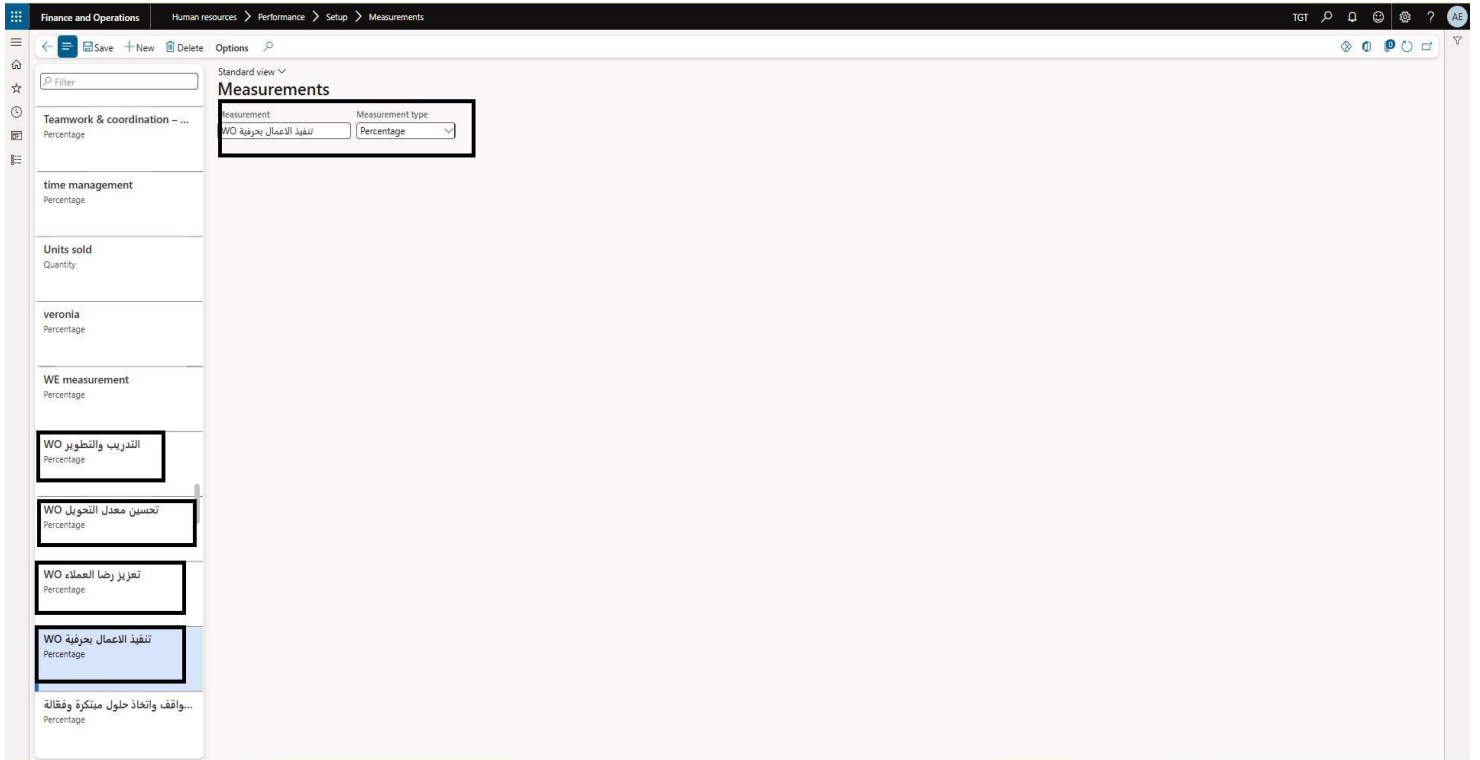
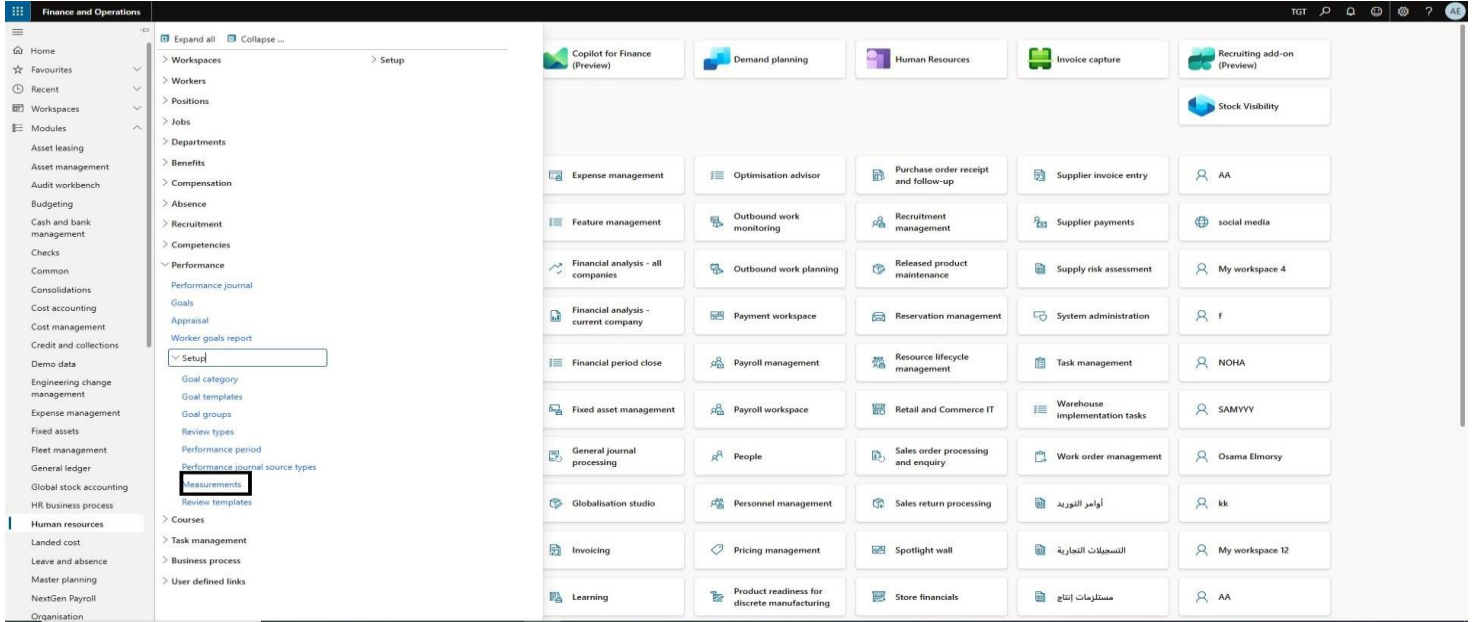
The screenshot shows the SAP Finance and Operations main menu. The left navigation pane is expanded, showing the 'Performance' folder under 'Human resources'. The 'Performance period' option is highlighted with a red box. The main area displays a grid of various business process tiles, including 'Expense management', 'Optimisation advisor', 'Purchase order receipt and follow-up', 'Supplier invoice entry', 'Recruiting add-on (Preview)', 'Stock Visibility', 'Feature management', 'Outbound work monitoring', 'Recruitment management', 'Supplier payments', 'social media', 'Financial analysis - all companies', 'Outbound work planning', 'Released product maintenance', 'Supply risk assessment', 'My workspace 4', 'Financial analysis - current company', 'Payment workspace', 'Reservation management', 'System administration', 'f', 'Financial period close', 'Payroll management', 'Resource lifecycle management', 'Task management', 'NOHA', 'Fixed asset management', 'Payroll workspace', 'Retail and Commerce IT', 'Warehouse implementation tasks', 'SAMYYY', 'General journal processing', 'People', 'Sales order processing and enquiry', 'Work order management', 'Osama Elmorsy', 'Globalisation studio', 'Personnel management', 'Sales return processing', 'أوامر التوريد', 'kk', 'Invoicing', 'Pricing management', 'Spotlight wall', 'التسجيلات التجارية', 'My workspace 12', 'Learning', 'Product readiness for discrete manufacturing', 'Store financials', 'مستلزمات إنتاج', and 'AA'.

The screenshot shows the SAP Performance period setup screen. The 'Standard view' is selected. The table below lists the performance periods, with the 'Group 4 Project appraisal' row highlighted by a red box.

Performance period	Start date	End date
Group 4 Project appraisal	07/11/2025	31/12/2025
تقييم نصف سنوي	01/01/2025	30/06/2025
تقييم نصف سنوي الأول	01/01/2025	30/06/2025
تقييم نصف سنوي الثاني	01/07/2025	31/12/2025
1_performance period	01/07/2025	31/12/2025
2nd Q -H	01/04/2025	31/07/2154
4TH QUARTER	01/10/2025	31/12/2025
Ad hoc	01/01/2017	01/01/2017
Annual	01/01/2017	31/12/2017
Annual 25-26	06/08/2025	Never
Annual AH	01/10/2025	01/10/2026
Annual perf. AA	01/01/2025	01/12/2025
AO Annual	01/01/2025	31/12/2025
AO M1	01/01/2025	31/01/2154
AO M10	01/10/2025	31/10/2025
AO M11	01/11/2025	30/11/2025
AO M2	01/02/2025	28/02/2025
AO M3	01/03/2025	31/03/2025
AO M4	01/04/2025	30/04/2025
AO M5	01/05/2025	31/05/2025
AO M6	01/06/2025	30/06/2025
AO M7	01/07/2025	31/07/2025
AO M8	01/08/2025	31/08/2025
AO M9	01/09/2025	30/09/2025
AO Q1	01/01/2025	31/03/2025
AO Q2	01/04/2025	30/06/2025
AO Q3	01/07/2025	30/09/2025
AO Q4	01/10/2025	31/12/2025
AO Semi-Annual 1	01/01/2025	30/06/2025
AO Semi-Annual 2	01/07/2025	31/12/2025
CAI3 Q1	01/01/2025	31/03/2025
CAI3 Q2	01/04/2025	30/06/2154

د- يتم انشاء Measurements علي سبيل المثال

- التدريب والتطوير WO
- تحسين معدل التحويل WO
- تعزيز رضا العملاء WO
- تنفيذ الاعمال بحرفية WO



Group 4 Project Goal Templates علي سبيل المثال -ه- يتم انشاء

ويتم إضافة measurements الاتية

- التدريب والتطوير WO
- تحسين معدل التحويل WO
- تعزيز رضا العملاء WO
- تنفيذ الاعمال باحترافية WO

