

Performance Management

1- Define performance review templates.

2- Assign KPIs and objectives to employees.

- لعمل Review Templates نقوم بالخطوات الآتية

أ- يتم الدخول إلى

Modules → Human Recourses → Performance → Setup

The screenshot shows the SAP Fiori Launchpad interface. The left sidebar lists various modules under 'Finance and Operations'. A red box highlights the 'Human resources' module. A red box also highlights the 'Setup' link under the 'Performance' module. The main area displays a grid of various SAP applications, with a red box highlighting the 'Setup' application in the bottom-left corner of the grid.

1. Modules

2. Human resources

3. Performance

4. Setup

بـ- يتم إنشاء Goal Category على سبيل المثال Group 4 Project

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. On the left, the navigation bar is visible with various modules like Home, Workspaces, and Human Resources. Under Human Resources, 'Goal category' is highlighted. The main area is titled 'Setup' and contains a grid of 45 small cards representing different features and modules. The 'Goal category' card is highlighted with a red box.

Standard view ~			
Goal category	Description	Active	
Group 4 Project	Group 4 Project	<input checked="" type="checkbox"/>	
0	0	<input type="checkbox"/>	
تفصيل اداء	تفصيل اداء المنشئ	<input checked="" type="checkbox"/>	
1_goal category	تفصيل اداء	<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 Adjstmnt	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 على سبيل المثال Group 4 project

The screenshot shows the 'Goal groups' setup screen in the Microsoft Dynamics 365 Finance and Operations module. The left sidebar lists various modules like Home, Workspaces, and Human resources. The main area shows a grid of 40 different business applications, each with a small icon and a name. The 'Goal groups' section is highlighted with a red box. The application names include 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, Feature management, Outbound work monitoring, Recruitment management, Supplier payments, 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, Financial period close, Payroll management, Resource lifecycle management, Task management, Fixed asset management, Payroll workspace, Retail and Commerce IT, Warehouse implementation tasks, General journal processing, People, Sales order processing and enquiry, Work order management, Globalisation studio, Personnel management, Sales return processing, Osama Elmorsy, Invoicing, Pricing management, Spotlight wall, التسويقات التجارية, kk, Learning, Product readiness for discrete manufacturing, Store financials, مستلزمات إنتاج, AA, and AA.

The screenshot shows the 'Goal groups' setup screen in the Microsoft Dynamics 365 Human resources module. The left sidebar lists various HR functions like Landed cost, Leave and absence, Master planning, NextGen Payroll, and Organisation. The main area shows a table of goal groups. A new group 'Group 4 Project' is selected, highlighted with a red box. The table columns are Group name, Description, Job, and Department. The 'Job' column for 'Group 4 Project' is set to 'Engineer' and the 'Department' is set to 'Production'. Below the table, there is a section titled 'Goal templates associated with the group' with a note: 'We didn't find anything to show here.'

ثـ- يتم انشاء Review Types على سبيل المثال Group 4 Project

The screenshot shows the SAP Fiori Launchpad interface. On the left, there's a navigation tree for 'Finance and Operations' with various modules like Home, Workspaces, and Modules. Under 'Modules', 'Performance' is expanded, and 'Review types' is highlighted with a red box. The main area displays a grid of tiles representing different SAP applications, such as Copilot for Finance, 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, 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, Financial period close, Payroll management, Resource lifecycle management, Task management, Fixed asset management, Payroll workspace, Retail and Commerce IT, Warehouse implementation tasks, General journal processing, People, Sales order processing and enquiry, Work order management, Globalisation studio, Personnel management, Sales return processing, أواامر التوريد, Invoicing, Pricing management, Spotlight wall, التسجيلات التجارية, My workspace 12, Learning, Product readiness for discrete manufacturing, Store financials, مستلزمات إنتاج, and AA.

Human resources > Performance > Setup > Review types

Standard view

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 checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
نقينه		<input checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1_review types		<input checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
abc	abc	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH PERF		<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH TRAINING		<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Appraisal	AO Appraisal	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Performance	AO Performance	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal	القائم الشهري	<input checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Af	Appraisal	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal MK	CA13 MK Appraisal 4TH Q.	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budgeting	Budgeting	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA13 Q Reviews	areda Q Reviews	<input type="checkbox"/>	Ready for review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching	Coaching one on one	<input type="checkbox"/>	Final review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	Job development	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
employee perf.	employee performance	<input type="checkbox"/>	In progress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exit	Exit interview	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H		<input checked="" type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mangers perf,	mangers perf,	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mentor	Mentor dialog	<input type="checkbox"/>	Not started	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MSDerA.Appraisal	Review types, MSDers project	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Probation	Probation period discussion	<input type="checkbox"/>	Ready for review	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
semi annual eva	semi annual evaluation	<input type="checkbox"/>	In progress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strategy	Strategy	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tele Sales Omar	Tele Sales Omar Monthly	<input type="checkbox"/>	In progress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WE review	WE review	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WO	تفقين ربع سنوي	<input type="checkbox"/>	In progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
تفقين الشهري	تفقين الشهري	<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

The screenshot shows the SAP Fiori Launchpad interface. On the left, there is a sidebar with navigation links for Finance and Operations modules such as Home, Favorites, Recent Workspaces, and Modules. The 'Performance' module is selected, and its sub-menu 'Performance period' is highlighted with a red box. The main area displays a grid of application cards. Some cards are grouped under 'Setup' like 'Copilot for Finance (Preview)', 'Demand planning', 'Human Resources', 'Invoice capture', 'Recruiting add-on (Preview)', and 'Stock Visibility'. Other cards represent specific functions like 'Expense management', 'Optimisation advisor', 'Purchase order receipt and follow-up', etc.

This screenshot shows the 'Performance period' setup screen within the SAP Fiori application. The top navigation bar includes 'Save', 'New', 'Delete', 'Options', and a search icon. Below the navigation is a 'Standard view' section with a 'Filter' input field. The main content is a table with columns: 'Performance period', 'Start date', and 'End date'. A row for 'Group 4 Project appraisal' is selected and highlighted with a red box. The table lists numerous other performance periods, such as 'نقطة نصف سنوي' (Mid-year point), 'نقطة نصف الأول' (Mid-first point), 'نقطة نصف الثاني' (Mid-second point), '1_performance period', '2nd Q -H', '4TH QUARTER', 'Ad-hoc', 'Annual', 'Annual 25-26', 'Annual AH', 'Annual perf. AA', 'AO Annual', 'AO M1', 'AO M10', 'AO M11', 'AO M2', 'AO M3', 'AO M4', 'AO M5', 'AO M6', 'AO M7', 'AO M8', 'AO M9', 'AO Q1', 'AO Q2', 'AO Q3', 'AO Q4', 'AO Semi-Annual 1', 'AO Semi-Annual 2', 'CA13 Q1', and 'CA13 Q2'. Each row contains the start and end dates for that specific period.

د- يتم انشاء Measurements على سبيل المثال

- التدريب والتطوير WO

- تحسين معدل التحويل WO

- تعزيز رضا العملاء WO

- تنفيذ الاعمال بحرفية WO

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. On the left, the navigation bar includes 'Home', 'Favourites', 'Recent', 'Workspaces', 'Modules', 'Asset leasing', 'Asset management', 'Audit workbench', 'Budgeting', 'Cash and bank management', 'Check', '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', and 'Organisation'. The 'Performance' module is expanded, showing 'Workspaces', 'Workers', 'Positions', 'Jobs', 'Departments', 'Benefits', 'Compensation', 'Absence', 'Recruitment', 'Competencies', and 'Worker goals report'. Under 'Setup', 'Measurements' is selected. The main area displays various business cards for different modules like Copilot for Finance, Demand planning, Human Resources, etc., each with a preview icon and name.

The screenshot shows the 'Measurements' list screen. The top navigation bar includes 'Save', 'New', 'Delete', 'Options', and a search icon. The left sidebar shows a tree view with 'Teamwork & coordination - ...' (Percentage), 'time management' (Percentage), 'Units sold' (Quantity), 'veronia' (Percentage), 'WE measurement' (Percentage), 'WO التدريب والتطوير' (Percentage), 'تحسين معدل التحويل' (Percentage), 'تعزيز رضا العملاء' (Percentage), and 'تنفيذ الاعمال بحرفية' (Percentage). The bottom of the sidebar shows 'وأقفال وفتح حلول مبنية وفقاً...' (Percentage). The main area displays a table titled 'Measurements' with columns 'measurement' and 'Measurement type'. The first row shows 'WO التدريب والتطوير' and 'Percentage'. Other rows are partially visible.

5- يتم انشاء Goal Templates على سبيل المثال

ويتم إضافة measurements الاتية

- التدريب والتطوير WO

- تحسين معدل التحويل WO

- تعزيز رضا العملاء WO

- تنفيذ الاعمال باحترافية WO

The screenshot shows the 'Goal templates' setup screen in the Microsoft Dynamics 365 Finance and Operations module. The left sidebar lists various modules such as Home, Workspaces, and Human resources. The main area displays a grid of goal categories and sub-categories. A specific row for 'Goal templates' is highlighted with a red box.

The screenshot shows the 'Goal templates' setup screen in the Microsoft Dynamics 365 Human resources module. The left sidebar lists various training and certification modules. The main area shows a detailed view of a goal template named 'Group 4 Project'. The template has a 'Template name' of 'Group 4 Project' and is set to be active ('Yes'). The 'General' section includes fields for 'Name' (set to 'Group 4 Project'), 'Level' (set to 'Individual'), 'Goal category' (set to 'Group 4 Project'), and 'Status' (set to 'Not started'). The 'OVERVIEW' section contains a summary box with the text 'Group 4 Project'. The 'Measurements' section at the bottom is currently empty.