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

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

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

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

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 Projec	Group 4 Project	☐	Not started	☐	☐	☐
تقييم_0		☑	Not started	☑	☐	☐
1_review types		☑	Not started	☑	☐	☐
abc	abc	☐	Not started	☑	☑	☐
AH PERF		☐	Not started	☑	☑	☐
AH TRAINING		☐	Not started	☑	☑	☑
AO Appraisal	AO Appraisal	☐	Not started	☑	☑	☑
AO Performance	AO Performance	☐	Not started	☑	☑	☐
Appraisal	التقييم الشهري	☑	Not started	☑	☐	☐
Appraisal Af	Appraisal	☐	Not started	☑	☑	☐
Appraisal MK	CAI3 MK Appraisal 4TH Q.	☐	Not started	☑	☑	☑
Budgeting	Budgeting	☐	Not started	☑	☐	☐
CAI3 Q Reviews	areda Q Reviews	☐	Ready for review	☑	☑	☐
Coaching	Coaching one on one	☐	Final review	☑	☐	☐
Development	Job development	☐	Not started	☑	☐	☐
employee perf.	employee performance	☐	In progress	☑	☑	☑
Exit	Exit interview	☐	Not started	☑	☑	☐
H		☑	Not started	☑	☐	☐
mangers perf,	mangers perf,	☐	Not started	☑	☑	☐
Mentor	Mentor dialog	☐	Not started	☑	☐	☐
MG Type	MG Type	☐	Not started	☐	☐	☐
Mid-year review		☐	In progress	☑	☑	☑
MSDerA.Apraisal	Review types, MSDers project	☐	Not started	☑	☑	☑
Probation	Probation period discussion	☐	Ready for review	☑	☑	☑
Review	Performance review	☑	Not started	☐	☐	☐
Salary	Wage and condition discussion	☐	Not started	☑	☐	☐
semi annual eva	semi annual evaluation	☐	In progress	☑	☑	☐
Strategy	Strategy	☐	Not started	☑	☐	☐
Tele Sales Omar	Tele Sales Omar Monthly	☐	In progress	☑	☑	☐
WE review	WE review	☐	Not started	☑	☐	☐
WO تقييم ربع س	تقييم ربع سنوي WO	☐	In progress	☑	☑	☐
التقييم الشهرى	التقييم الشهرى		Not started	☐		

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

د- يتم انشاء Measurements علي سبيل المثال

- **التدريب والتطوير WO**

- **تحسين معدل التحويل WO**

- **تعزيز رضا العملاء WO**

- **تنفيذ الاعمال بحرفية WO**
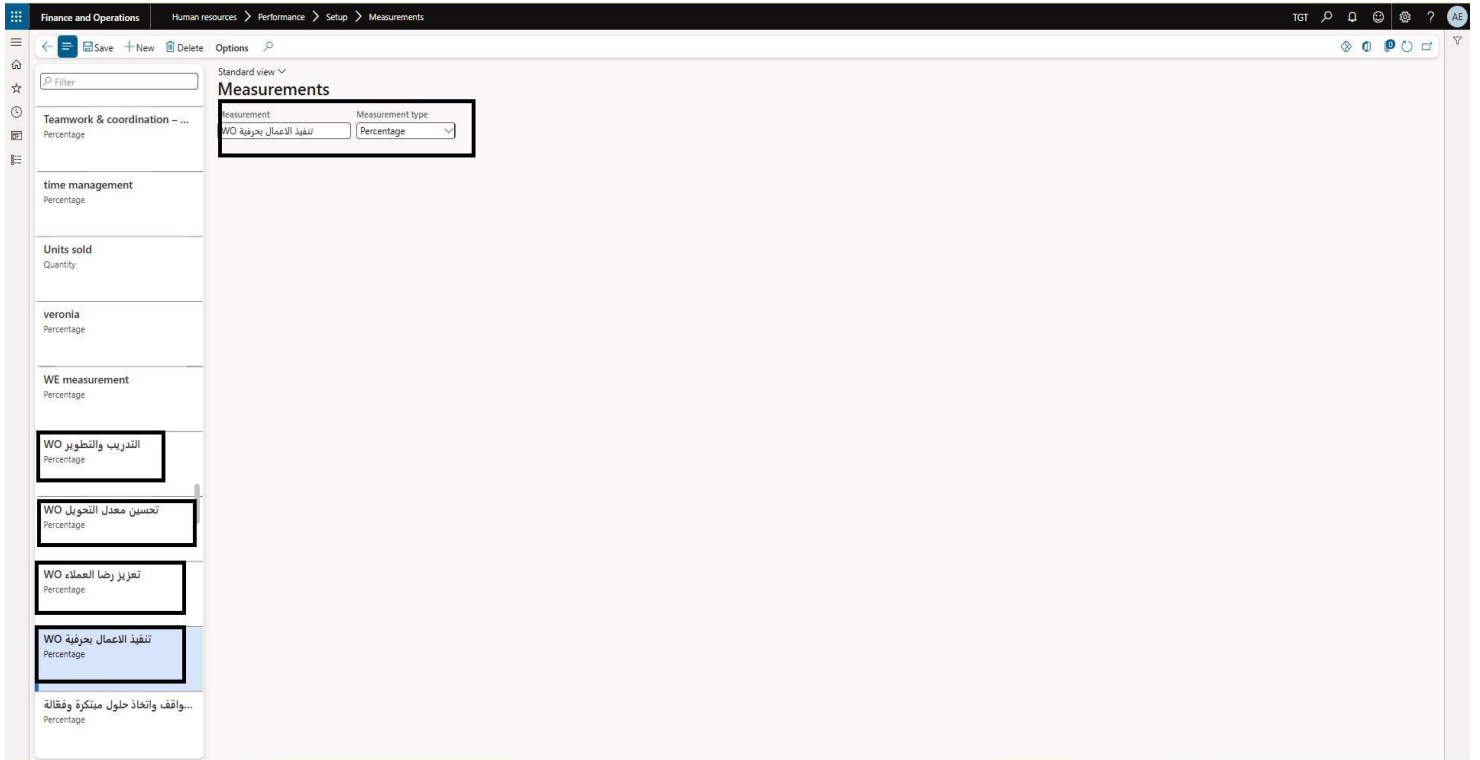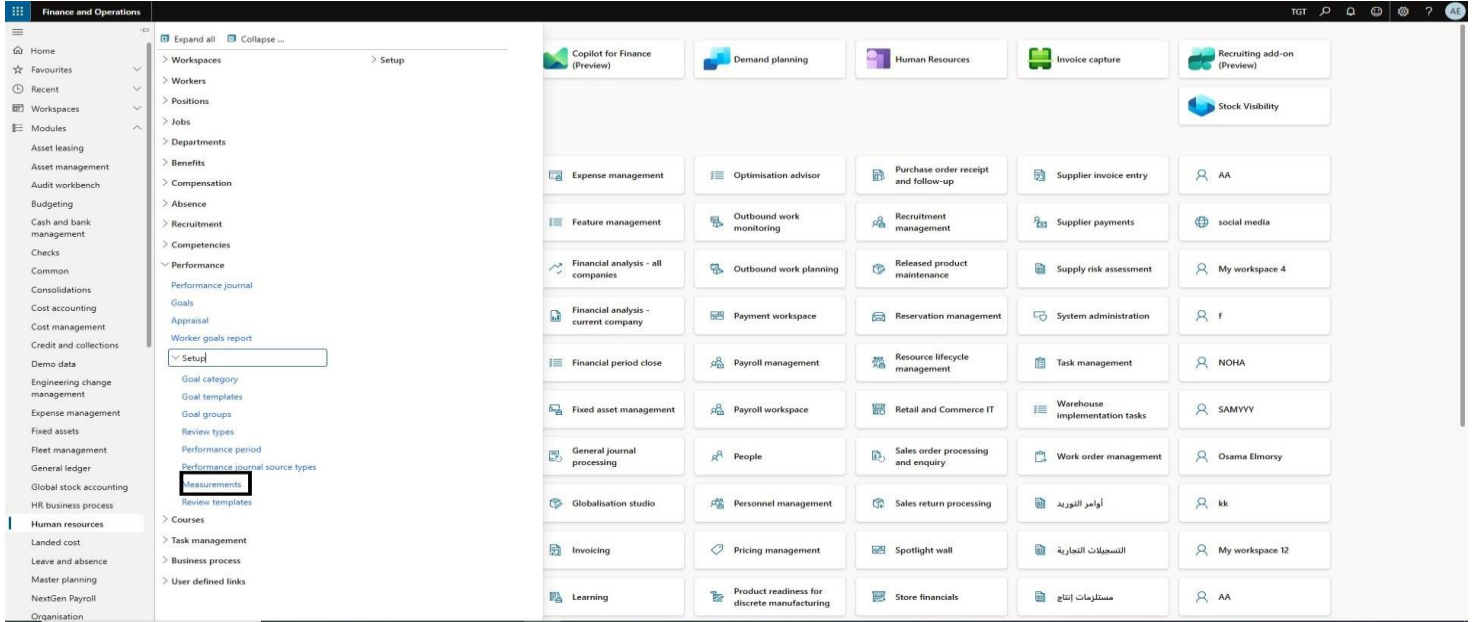
ه- يتم انشاء   Goal Templates   علي سبيل المثال   Group 4 Project

ويتم إضافة   measurements الاتية

- التدريب والتطوير WO

- تحسين معدل التحويل   WO

- تعزيز رضا العملاء WO

- تنفيذ الاعمال باحترافية WO