

Regulations and nomination form

for the ideal employee award at the Deanship of Student Affairs

Vice Deanship for Development and Quality

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5193/5194 الرياض 11422
www.ksu.edu.sa



عمادة شؤون الطلاب

Mechanism for selecting the ideal employee

the goal:

The award aims to motivate employees to create a productive work environment. This perception aims to establish a clear mechanism

And transparent, through which the ideal employee is selected in each of the departments of the deanship, in both its male and female departments.

Through the following presentation:

Standards:

- Any employee of the deanship, in both its male and female sections, has the right to apply for any branch of the award in accordance with the requirements

requirements of each branch.

The standards contain points that cover all functional and practical aspects in order to enable each official to evaluate

Fair for employees includes idealism, efficiency, reliability, spirit of initiative and creative thinking.

prior to the date of announcing the award. The employee is evaluated for what has been accomplished during the twelve months

- The employee is evaluated on each element with a score ranging from (zero) if this element is not available in the employee to

Score (five) if this element is fully available in the employee.

For the nominated person himself, then the line manager evaluates the candidacy form for each branch.

the candidates on a scale ranging from (0 to 25 degrees).

- When needed, the technical committee has the right to add any other evaluation criteria for selection among the candidates.

- The Supreme Committee has the right to evaluate the competitors by 5 marks for each branch.

- The award is withheld in any of its branches if none of the candidates obtains a score of (75%).

Lowest - of the total score.

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5193/5194 الرياض 11422
www.ksu.edu.sa



عمادة شؤون الطلاب

Award Branches:

1. Leadership Employee Award: It is stipulated that whoever is nominated for this branch must have his current position: Department Manager,

Center supervisor, unit supervisor, or similar security (assistant agents, and those responsible for: the computer center

And the development of skills for training, the external supervision unit in the female students' residence, and the student supervision unit in the department

women's club, the sports club in the women's section, the undersecretary's coordinator at the Center for University Studies in Ulaysha), with

Attach his assignment decision.

2. Administrative Employee Award: It is stipulated that whoever is nominated for this branch must be among the incumbents

administrative.

3. The Technical Employee Award: It is stipulated that whoever is nominated for this branch must be among the incumbents of the technical positions

(For example, designing, printing, maintaining, copying, programming, and so on...).

4. Field employee award: It is stipulated that whoever is nominated for this branch must be among the incumbents

Field supervision that relies on fieldwork and field tours (eg, housing supervisor,

Nutrition supervisor, sports supervisor, activity supervisor, and so on...).

5. Supporting Employee Award: It is stipulated that whoever is nominated for this branch must be among the service employees

support.

Who is eligible to nominate for the Ideal Employee Award:

All employees of the Deanship of Student Affairs whose service period is not less than one year, and who fulfill the following conditions:

a

In the report of his job performance with a grade of excellence for the last three years. 2. He must not have been granted

.1

a penal examination or penalty affecting his work or morals during the evaluation year. 3. That he has not been deducted from his salary

assessment year.

due to absence during the

3 years from the date of its acquisition.

j 4. Those who have previously won the award are not entitled to be nominated until after

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5194/5193 الرياض 11422
www.ksu.edu.sa



Working committees:

1. Supervisory Committee: It consists of His Excellency the Dean and the membership of the undersecretaries to study the report of the technical committee and approve

The results of nominations are based on one candidate (male or female) from each branch.

2. Technical Committee: It is chaired by the Vice Dean for Development and Quality, and the membership of a number of specialized employees.

and experienced staff of the deanship to follow up on the implementation of the stages of the award until the results are submitted to the supervisory committee

and adoption.

Implementation mechanism:

For His Excellency the Dean, internally directed by the Director 1- Opening the door for nominations for all employees of the Deanship through a generalization

The filtering mechanism. Explained

- 2- Each of the vice deans of the deanship directs the circular and its attachments to the directors of the departments.

- 3- Publishing the circular and its attachments on the Deanship's website and other means of advertising.

The way it is advertised. ^a According to an employee wishing to run for office submits an electronic submission -4

The Chairman of the Technical Committee of the award during the specified period. All applications are received by the ^a -5

technical committee, then approved and submitted to the supervisory committee. Applications are prepared for consideration ^a -6

Award timeline:

The seventh week	Sixth week	Fifth week	Fourth week	week the third	The second week	the first week	Award stages
							Announcing and applying for the award.
							Preparing nominations to be presented to Technical Committee
							artistic The Commission review For nominations and discussion,
							results are submitted to the supervisory committee and approved
							Honor

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5194/5193 الرياض 11422
www.ksu.edu.sa



عمادة شؤون الطلاب

Awards:

a

Prizes for the ideal employee (first place): First

- The first winner will receive a lump sum financial reward of (5) thousand riyals for the leadership branch, (4) thousand riyals for the administrative branch, (4) thousand riyals for the field branch, (4) thousand riyals for the technical branch, and (3) thousand riyals for the branch Supports.

- The name of the first winner shall be included in the honorary plaque for the ideal employee of the Deanship, and this shall be published in the media available such as the deanship's website and the university's thesis.

Award shield.

A: Prizes for the second and third places in each branch: a Second

- The second and third winners will receive a lump sum financial reward of (2) two thousand riyals for each branch.

a

A: General prizes for the first three positions in each branch: a third

Job Excellence Certificates. - Granting

priority in obtaining domestic and international courses. - Priority in assignment

or assignment of tasks, and the corresponding rest allowance; so that it does not exceed the upper limit

which the system allows.

Notes:

It is useful to arrange the employees in the list of competition for the ideal employee in determining some of the priorities that are determined by the conditions and needs of work in the deanship; In any letter relating to the employee, his position in the competition is indicated for this to be taken into account.

a

j. A, and another mechanism may be established for the employee of the month, or the academic semester. The award is held annually.

Employees are enlightened about the award, and motivation and a spirit of competition are raised among them through information and meetings. directed for this purpose.

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5193/5194 الرياض 11422
www.ksu.edu.sa



عمادة شؤون الطلاب

A: Elements of evaluating the ideal

employee: Second

Table (A) • Important instructions: It is necessary to attach documents that enhance the degree awarded for items (6, 7, 11).

Branches evaluation scores (from 0 to 5 for each element)					Elements of evaluation	M
Support technician	administrative field	leading				
					Respect for work systems and the extent of commitment to	1
					working hours 2 The extent of familiarity	
					with job tasks 3 Organizing work and performing it within the specified dates	
					To take advantage of the feedback to improve the level of performance	4
					The extent to which appropriate modern technology is used in the field of work	5
					Presenting new ideas, concepts, and methods of action related to work, proficiency in	6
					speaking and writing skills, and listening to others	7
					Ability to work with others to accomplish tasks	
					responsibilities and always ensure the quality and completion	8
					of work	9
					a	10
					11 Presenting development initiatives in the field of	
30	35	45	45	55	work Total scores* ÷ Total scores:	

(leadership out of 55),

(administrative out of 45), (field out of 45), (technical out of 35), (supportive out of 30)

جامعة الملك سعود (034)
هاتف +966 11 4677727
فاكس +966 11 4676415

المملكة العربية السعودية
ص.ب 5193/5194 الرياض 11422
www.ksu.edu.sa



عمادة شؤون الطلاب

Table (B) Warning: The criterion that does not attach anything that supports the awarded degree will be excluded.

• This item is for all branches

Attach documents and supporting documents.	What training courses, workshops, conferences, seminars, meetings, and other events have you attended?	standard	anler Evaluation
		Showcasing the development of skills and the development of capabilities and job readiness	6

• This item is for branches (leadership, administrative, field, and technical) only. What are the

Attach documents and supporting documents.	ideas and concepts presented, and the methods used?	standard	anler Evaluation
		Introducing new ideas, concepts and new methods related to effective work. with doubt	7

• This announcement is for the (leader) branch only

Attach documents and supporting documents.	What are the development initiatives offered?	standard	anler Evaluation
		Presenting development initiatives in the field of work.	11

• Note: The

candidate must submit certificates of training courses, certificates of appreciation, and other supporting documents, which he obtained within
one year prior to the date of nomination for the award.