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| **HUMAN RESOURCES DEANSHIP** | **QUALITY MANAGEMENT SYSTEM** | CODE: JPM -P-01-01 | | |
| **ACTION DOCUMENT**  PREPARING A PERFORMANCE CHARTER  (PERFORMANCE MANAGEMENT) | Release date | *Edition*  *2* | *Page*  *1* */ 1* |

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| **Adopted by** | **Edited by** |
| Abdullah Khaloufa Al , Seriha | Abdullah Khaloufa Al , Seriha |

**The goal is**to identify the goals and merits required of each level of the university at the beginning of each calendar year.

**Application area**

All the employees and employees of Prince Sattam Bin Abdulaziz University.

**Reference**

Human Resources Executive Regulations.

The organizational framework for managing job performance.

**Definitions and shortcuts**

 : JPM Functional Performance Management

 : P procedure

**Amendments**

No

**Attached documents**

Performance Charter Model

1 The Direct President prepares the performance charter by setting the annual goals of his employees and determining the merits required of them at the beginning of the calendar year (January, February) of each year.

2- He sends the performance charter to the employee to see it and has the right to discuss with his boss directly in it until the final version of the performance charter is reached and then the employee and his direct boss sign the performance charter including (objectives, merits) and then adopt it from (approved).

3- Send the performance charter after its adoption to the human resources deanship for review, signature and retention until the performance evaluation is prepared by the end of the year or when the half-yearly review is conducted as needed .