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| **HUMAN RESOURCES DEANSHIP** | **QUALITY MANAGEMENT SYSTEM** | CODE: JPM -P-01-03 |
| **ACTION DOCUMENT**PREPARING THE ANNUAL PERFORMANCE ASSESSMENT(PERFORMANCE MANAGEMENT) | Release date | *Edition**2* | *Page**1* */ 1* |

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| **Adopted by** | **Edited by** |
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**The goal is**to conduct the final annual evaluation of university employees during the last two months of the year (November, December) based on what is specified in the performance charter prepared at the beginning of the year and then prepare the annual general estimate of the employee in order to determine the performance of each employee and to know the weaknesses, strength and training needs of the employee.

**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**

Job performance evaluation model.

The general estimate model of employee performance.

**Explain the steps:**

1 The direct chair determines the actual output achieved by each employee for each goal, as well as the level of merit achieved during the performance cycle and writes it down in the job performance evaluation model.

2- Write down the general estimate score of (5) as a decimal value (without approximation) as well as estimate after rounding a correct number in the general estimate model.

3- Mention the reasons for the employee to receive an "excellent" or "unsatisfactory" rating and to attach the documents supporting it, as well as the strengths and points that need to be developed by the employee.

4- The employee signs the form of evaluation of performance and general appreciation as well as the direct president (resident) as well as the signature of the accredited.

5- Send it to the human resources dean for review and then sign and rely .