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| **HUMAN RESOURCES DEANSHIP** | **QUALITY MANAGEMENT SYSTEM** | CODE: JPM -P-01-02 | | |
| **ACTION DOCUMENT**  PREPARING THE SEMI-ANNUAL REVIEW  (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 follow up on the progress of the employee towards achieving his goals and conduct a phased review for the remainder of the performance cycle and take appropriate corrective steps before the end of the performance cycle, where this review takes place in June-July each 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

**Explain the step:**

1 The direct president will meet with each individual employee to review and discuss his performance level during the first half of the performance cycle (6 months).

Comparing the goals achieved with the objectives to be achieved.

3- Providing observations that contribute to raising the level of productivity and performance of the employee.

4- In the event of a change in the objectives of the administration or the main objectives of the university or when needed, it is possible to adjust the employee's objectives and relative weights as required by the department .