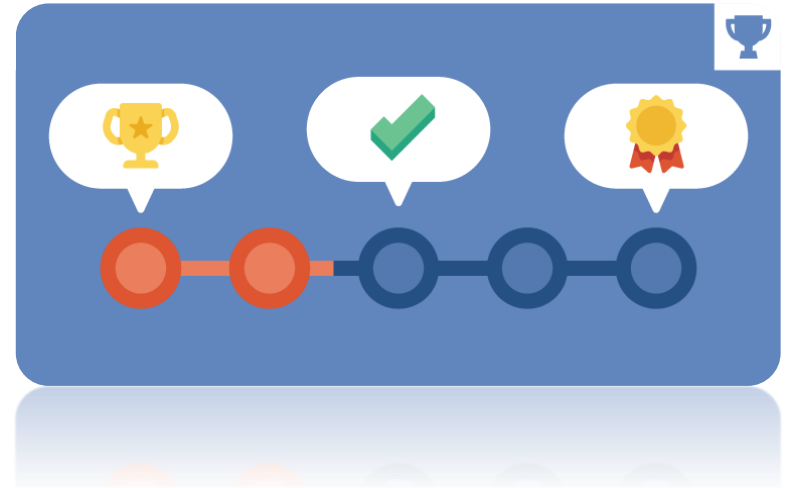




INTERIM PERFORMANCE REVIEW (IPR) 2020

WHAT IS AN IPR?

The IPR, short for **Interim Performance Review** is a brief checkpoint for the line manager and employee in the performance evaluation cycle. During this time, the employee's performance and development goals are discussed, to determine if anything has changed since the IPC and PDP setting at the beginning of the year.

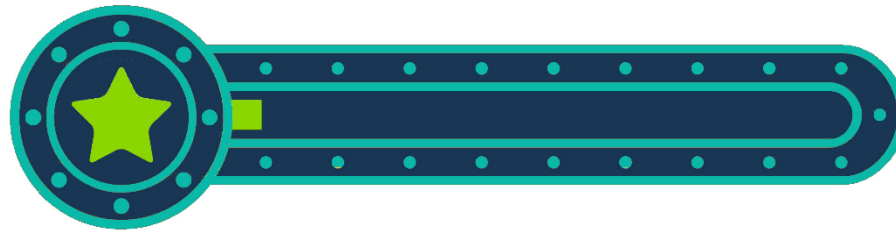
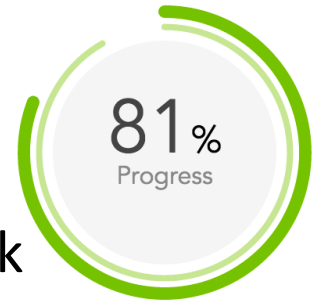


New ESAG employees who have completed at least 6 months on the job must have an IPR conversation with his/her line manager. For regular employees, the IPR is an annual checkpoint that is conducted in the month of June or July.

3 REASONS WHY AN IPR IS IMPORTANT

1

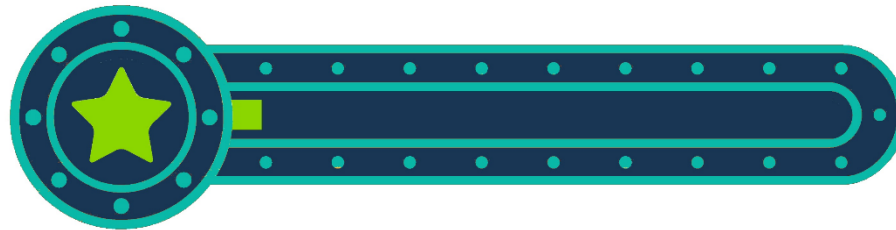
Interim Reviews is the **most effective** forum between line manager and employee to keep track of development and performance goals. It provides a focused opportunity for the line manager and employee to share feedback to each other and ensure that the employee continues to remain aligned with the agreed IPC and PDP objectives.



3 REASONS WHY AN IPR IS IMPORTANT

2

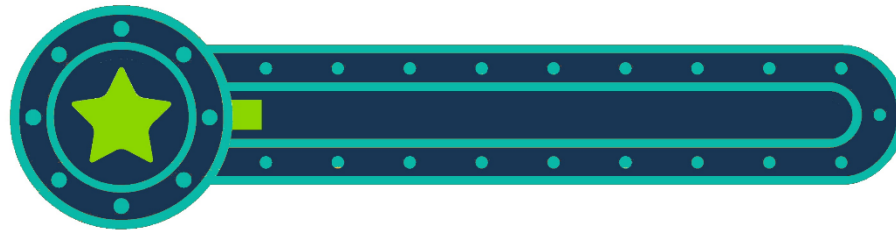
The IPR meeting provides the employee with an opportunity to discuss **significant accomplishments** or obstacles that require attention from the line manager. This is a coaching opportunity in which the line manager can reinforce how he or she can help the employee, in words and in actions.



3 REASONS WHY AN IPR IS IMPORTANT

3

Along with ongoing value-added feedback, the Interim Review enables the line manager and employee to **prepare** for the year-end performance evaluation or YEPA. If any significant performance corrections need to be made, a timely improvement plan can be put in place.



HOW TO PREPARE FOR AN IPR MEETING



Line Manager

Schedule the meeting in advance, and request your team member to review their IPC goals in HCMS, as well as the development goals (PDP) in ESAG Learning Zone. Ask your team member to prepare any evidence of accomplishments.



Prior to the meeting, you should:

- Review your team's IPC and PDP.
- Make a note of any necessary revisions to your team's IPC or PDP goals.
- Make a note of any feedback or recommendations you would like to give to your team member.

HOW TO PREPARE FOR AN IPR MEETING



Team Member

Review and update your IPC and PDP goals, and gather relevant documents prior to the meeting.



Consider the following questions as the focus of the IPR discussion:

- What has gone well for you this year and is continuing to go well?
- What are your major accomplishments since the IPC and PDP cycle began?
- What are your most important areas for improvement?
- Do you have any suggestions for revisions to your IPC and PDP goals, deliverables or performance expectations?
- Do you need any additional support or resources?

INTERIM PERFORMANCE REVIEW



EMPLOYEE SELF-APPRAISAL GUIDE

EMPLOYEE SELF APPRAISAL

1. Launch *HCMS Self Service* and click on the **My IPR** link under the Performance Management section.



Performance Management

My IPC & PDP

Review YEPA & PDP

Second Manager Review IPR

Second Manager Review YEPA

Manager - Direct Employee Assessment
Report

My IPR



My YEPA & PDP

Performance Management Reports

EMPLOYEE SELF-APPRAISAL

2. Review your *Performance Objectives* and make any necessary changes. The 'Self Appraisal' column will be **DISABLED** for this year's IPR.

S.No		Performance Area *	Performance Objective *	Measure *	Self Appraisal
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	Search for Self Appraisal	
2	Future Initiative	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials	Search for Self Appraisal	
3	Future Initiative	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.	Search for Self Appraisal	


EMPLOYEE SELF-APPRAISAL

3. Write your self-appraisal remarks for each Performance Area. This is a mandatory field as indicated by the red star *.

Measure *	Self Appraisal	Self Appraisal remarks *	Line Manager's Appraisal	Line Manager's Remarks
Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	<input type="text" value="Search for Self Appraisal"/>			
Support the design and development of at least 3 learning materials	<input type="text" value="Search for Self Appraisal"/>			
Actively support and contribute to various L&D/HR initiatives.	<input type="text" value="Search for Self Appraisal"/>			
Design, develop and				

EMPLOYEE SELF-APPRAISAL

4. When done, click on the disk button to save your changes.




S.No	Performance Area *	Performance Objective *	Measure *	Self Appraisal
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	<i>Search for Self Appraisal</i>
2	Future Initiative	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials	<i>Search for Self Appraisal</i>
3	Future Initiative	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.	<i>Search for Self Appraisal</i>
		Manage and administer HR/L&D surveys such as:	Design, develop and administer surveys, create	

EMPLOYEE SELF-APPRAISAL

5. Click on the 'Save' and 'Submit to Line Manager' button to submit your IPR for approval.

Save Submit to Line Manager



S.No	Performance Area *	Performance Objective *	Measure *	Self Appraisal	Self Appraisal remarks *
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	Search for Self Appraisal	
2	Future Initiative	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials	Search for Self Appraisal	
3	Future Initiative	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.	Search for Self Appraisal	
4	Future Initiative	Manage and administer HR/L&D surveys such as: 1. Employee engagement surveys 2. TNA/ Learning needs	Design, develop and administer surveys, create reports and analysis.	Search for Self Appraisal	

EMPLOYEE SELF APPRAISAL

An important part of the IPR process is to update your *Personal Development Plan* (PDP). Please login to ESAG Learning Zone to update your PDP.

[Click here to update your PDP](#)

[Click here to watch a video on how to update you PDP](#)

SUBMITTING THE IPR

Your line manager will shortly receive an email notification to review your submitted IPC and PDP.

In case of any revisions, your line manager will discuss with you the recommended changes prior to sending back the IPR form.



INTERIM PERFORMANCE REVIEW



LINE MANAGER APPRAISAL

LINE MANAGER APPRAISAL

1. Launch *HCMS Self Service* and click on the **Review IPR** link under the Performance Management section.



Performance Management

My IPC & PDP

Review iPC & PDP

Review IPR



Review YEPA & PDP

Second Manager Review IPR

Second Manager Review YEPA

Second Manager Review iPC

Manager - Direct Employee Assessment Report

My IPR & PDP

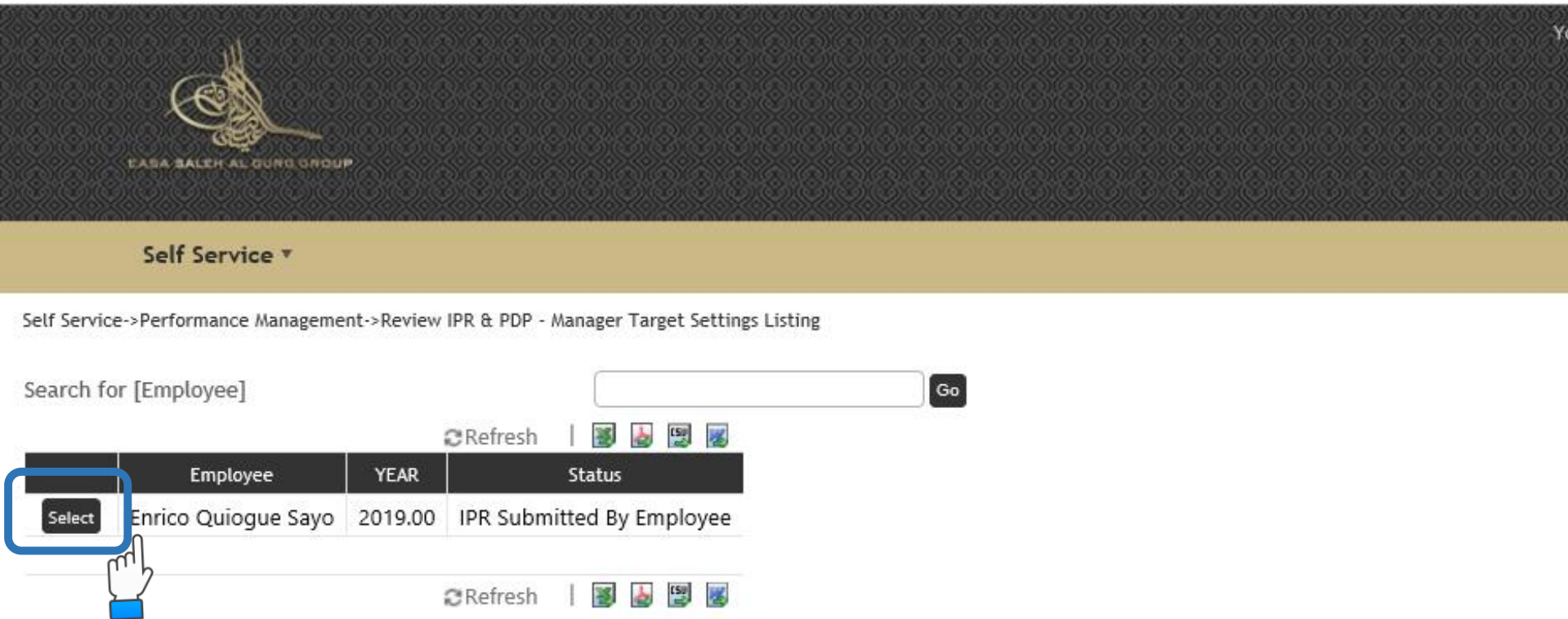
My YEPA & PDP

Direct Employee Assessment

Performance Management Reports

LINE MANAGER APPRAISAL

2. Click on the 'Select' button to review the IPR submitted by the respective employee.



The screenshot shows the 'Self Service' menu of the EASA SALEH AL GURG GROUP. The breadcrumb trail is 'Self Service->Performance Management->Review IPR & PDP - Manager Target Settings Listing'. There is a search bar with the placeholder text 'Search for [Employee]' and a 'Go' button. Below the search bar is a table with columns 'Employee', 'YEAR', and 'Status'. The first row contains the data: 'Enrico Quiogue Sayo', '2019.00', and 'IPR Submitted By Employee'. A blue box highlights the 'Select' button in the first row, and a hand cursor points to it. There are also 'Refresh' buttons and icons for various functions above and below the table.

Employee	YEAR	Status
Enrico Quiogue Sayo	2019.00	IPR Submitted By Employee

LINE MANAGER APPRAISAL

3. Review your *Performance Objectives* and make any necessary changes. The 'Line Manager's Appraisal' column will be **DISABLED** for this year's IPR.

Approve & Submit to HC Send for Revision Approve & Submit to Next Inline Manager

S.No	Performance Area	Performance Objective	Measure	Self Appraisal	Self Appraisal Remarks	Line Manager's Appraisal *
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.			Search for Line Manager's Appn
2	Future Initiative	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials			Search for Line Manager's Appn
3	Future Initiative	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.			Search for Line Manager's Appn
4	Future Initiative	Manage and administer HR/L&D surveys such as: 1. Employee engagement surveys 2. TNA/Learning needs surveys	Design, develop and administer surveys, create reports and analysis.			Search for Line Manager's Appn

LINE MANAGER APPRAISAL

4. Write your appraisal remarks under the '*Line Manager's Remarks*' column for each Performance Area. This is a mandatory field as indicated by the red star *.

Send for Revision Approve & Submit to Next Inline Manager

Area	Performance Objective	Measure	Self Appraisal	Self Appraisal Remarks	Line Manager's Appraisal *	Line Manager's Remarks *
	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.			Search for Line Manager's Appn	Has completed this goal and is on track
	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials			Search for Line Manager's Appn	
	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.			Search for Line Manager's Appn	
	Manage and administer HR/L&D surveys such as: 1. Employee engagement surveys 2. TNA/Learning needs surveys	Design, develop and administer surveys, create reports and analysis.			Search for Line Manager's Appn	

LINE MANAGER APPRAISAL

5. When done, click on the disk button to save your changes.

S.No	Performance Area	Performance Objective	Measure	Self Appraisal	Self Appraisal Remarks	Line Manager's Appraisal *
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.			Search for Line Manager's Appn
2	Future Initiative	Design and develop learning materials such as: 1. ILT programs 2. eLearning programs 3. Videos 4. Training aids	Support the design and development of at least 3 learning materials			Search for Line Manager's Appn
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4	Future Initiative	Manage and administer HR/L&D surveys such as: 1. Employee engagement surveys 2. TNA/Learning needs surveys	Design, develop and administer surveys, create reports and analysis.			Search for Line Manager's Appn



LINE MANAGER APPRAISAL

6. Write your general comments about the IPR review on this field.

Line Manager Interim Review Comments

Next Inline Manager Comments

Approve & Submit to HC Send for Revision Approve & Submit to Next Inline Manager

S.No	Performance Area	Performance Objective	Measure	Self Appraisal	Self Appraisal Remarks	Line Manager's Appraisal	Lin
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.				Has co is on 1


LINE MANAGER APPRAISAL

7. Click on the relevant 'Submit' button to finalize.

Approve & Submit to HC – Agree on the IPR and submit to HCD.

Send for Revision – Send the form back to the employee to make changes.

Approve & Submit to Next Inline Manager – Approve and send to next inline manager.

Approve & Submit to HC Send for Revision Approve & Submit to Next Inline Manager 

S.No	Performance Area	Performance Objective	Measure	Self Appraisal	Self Appraisal Remarks	Line Manager's Appraisal
1	Future Initiative	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.			Search for Line Manager's Appn
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3	Future Initiative	Contribute to various HR/L&D projects and initiatives.	Actively support and contribute to various L&D/HR initiatives.			Search for Line Manager's Appn

SUBMITTING THE IPR

Your team member will shortly receive an email notification, advising the approval or the need for any revisions.

Before sending back the IPR, it is important to discuss with your team member to clarify performance and development expectations, and to agree on your recommended changes.



THANK YOU

*For any questions or clarifications in this manual
please send an email to ESAG L&D on
ESAGLearning@algurg.ae*