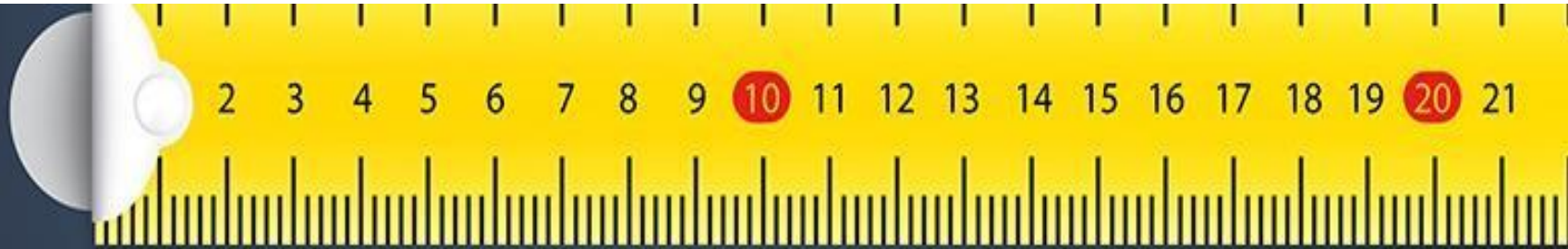


GROUP HUMAN CAPITAL DEPARTMENT



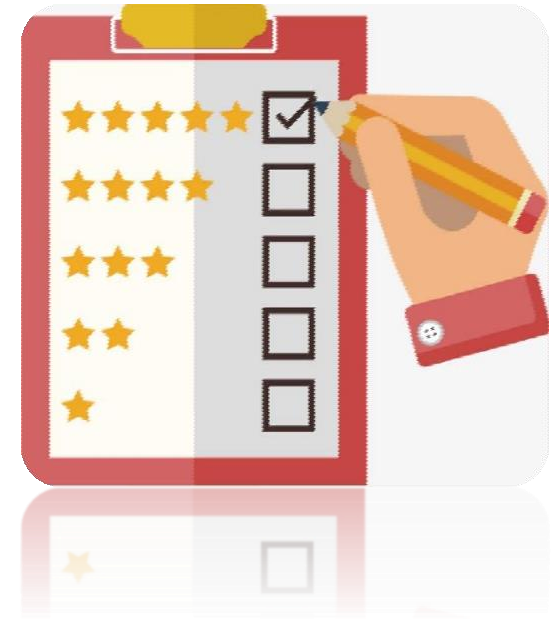
PERFORMANCE

YEAR-END PERFORMANCE
APPRAISAL (YEPA)

WHAT IS YEPA?

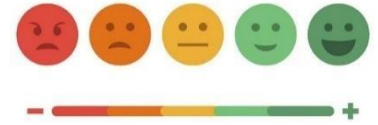
The YEPA, short for **Year-End Performance Appraisal** is a key component of employee development and provides an opportunity for line managers and their team members to:

- Discuss job performance
- Set goals for professional development
- Establish performance objectives for the following year
- Discuss expectations and accomplishments



ESAG employees who have completed at least 6 months on the job must have a YEPA conversation with his/her line manager. For regular employees, the YEPA is an annual checkpoint that is conducted in the month of December and January.

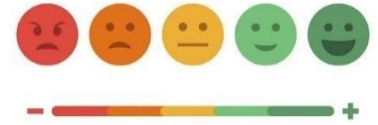
WHY IS YEPA IMPORTANT?



1 Provide feedback on agreed goals

The annual performance evaluation process promotes open communication and provides useful feedback for employee performance and status of agreed goals set during the IPC.

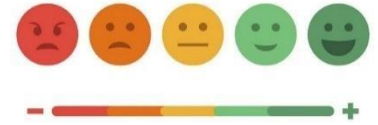
WHY IS YEPA IMPORTANT?



2 Address issues and challenges

The YEPA provides an opportunity for line managers to provide constructive feedback on any performance and/or behavioral issues, and recommend necessary changes for improvement.

WHY IS YEPA IMPORTANT?



3 Discuss Development Goals

Discuss areas of development in line with the performance feedback.

This allows line managers and team members to identify new development goals that can be set for the following year.

HOW TO PREPARE FOR A YEPA CONVERSATION

Line Manager



The line manager should schedule a meeting in advance and ask his/her team member to update the IPC in People Experience. The line manager should also ask the employee to prepare any evidence of accomplishments and how well the performance and development expectations have been met.



Prior to the meeting, the line manager should:

- Review the employee's IPC and PDP goals, behaviour, and development data collected to date.
- Prepare constructive feedback and outline suggestions for performance improvement.
- Consider what coaching or training may be needed to help the employee be more effective on the job.

HOW TO PREPARE FOR A YEPA CONVERSATION



Team Member

The team member should update the status of his/her IPC in People Experience and keep a record of the PDP goals and gather relevant documents prior to the meeting. Please reach out to your entity HC to get a copy of your PDP goals.



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 next year's IPC and PDP goals, deliverables and performance expectations?
- Do you need any additional support or resources?

LAUNCHING PEOPLE EXPERIENCE - MANAGER

Login to **People Experience** <http://www.peopleofesag.com>

Click on **Old HCMS** box/tile

Old HCMS
Link to view old Payslips
& Leaves only



YEAR-END PERFORMANCE APPRAISAL



PERFORMANCE

LINE MANAGER
APPRAISAL

LINE MANAGER APPRAISAL

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



Performance Management

My IPC

Review YEPA



Second Manager Review IPR

Second Manager Review YEPA

Manager - Direct Employee Assessment Report

My IPR

My YEPA

Performance Management Reports

LINE MANAGER APPRAISAL

2. Click on the '**Select**' button to review the YEPA submitted by your respective team member.



CASA SALEH AL QUND GROUP

Self Service ▾

Self Service->Performance Management->Review YEPA & PDP - Manager YEPA Approval

Search for [Employee]

Go

Refresh



| | Employee | YEAR | Status |
|--------|-------------|---------|----------------------------|
| Select | Xxxxxx Xxxx | 2018.00 | YEPA Submitted By Employee |

Refresh



LINE MANAGER APPRAISAL

3. Scroll to the right and click on the '**Level of Accomplishment – Line Manager**' dropdown list to select a rating against each Performance Area.

Approve & Submit to Next Inline Manager Request for Appeal

| Performance Objective | Measure | Level of Accomplishment - Employee | Level of Accomplishment - Line Manager | Weight |
|--|---|------------------------------------|---|--------|
| ... a development ... enables you to ... competencies and ... that help you ... your development | Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager. | | <input type="text"/> Improvement Needed Leading Performance Marginally Below Target On target performance Strong Performance | 5 |
| ... te common and ad- ... ing programs as ... sses needs. This ... scheduling, venue ... identifying and ... with relevant | Delivery of required training programs within requested timelines. | | | 10 |
| ... various L&D ... and initiatives for ... ch may include, ... but | Active support and contribution in various L&D initiatives. | On Track | Above Track | |

LINE MANAGER APPRAISAL

4. Write your appraisal remarks under the '*Line Manager's Remarks*' column for each Performance Area.

| Performance Area | Level of Accomplishment - Line Manager * | Weightage (%) | Self Appraisal Remarks | Line Manager's Remarks * |
|------------------|--|---------------|------------------------|--------------------------|
| | On target performance ▼ | 5 | | |
| | On target performance ▼ | 10 | | |
| | | | | |

LINE MANAGER APPRAISAL

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

| S.No | Performance Area | Performance Objective | Measure | Level of Accomplishment - Employee | Level |
|------|-------------------|---|---|------------------------------------|--------|
| 1 | Current Processes | 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 |
| 2 | Current Processes | Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant | Delivery of required training programs within requested timelines. | | Search |
| 3 | Future Initiative | Support various L&D projects and initiatives for 2018 which may include, but not limited to: 1. LMS Implementation or continuous improvement of | Active support and contribution in various L&D initiatives. | | Search |
| | | Manage all activities related to the Embark Onboarding | Identify, recommend or introduce at least two (2) | | |

LINE MANAGER APPRAISAL

6. Write your overall feedback in *the Line Manager Final Review Comments* field and indicate an *Overall Performance Rating*.

- Line Manager Review - YEPA
Employee *

Xxxxx Xxx

Year *

2018

Line Manager Interim Review Comments

Next Inline Manager Comments

Line Manager Final Review Comments

Overall Performance Rating - Employee

0.00

Overall Performance Rating - Line Manager

0.00

Save & Update | Approve & Submit to HC | Send for Revision | Approve & Submit to Next Inline Manager | Request for Appeal

| S.No | Performance Area | Performance Objective | Measure | Level of Accomplishment - Employee | Level of Accomplishment - Line Manager | Weightage (%) | Self Appraisal Remarks | Line Manager |
|------|-------------------|---|---|------------------------------------|--|---------------|------------------------|--------------|
| 1 | Current Processes | 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 Level of Accomplishn | 5 | | |
| 2 | Current Processes | Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant | Delivery of required training programs within requested timelines. | | Search for Level of Accomplishn | 10 | | |

LINE MANAGER APPRAISAL

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

Approve & Submit to HC – Agree on the YEPA 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.

Save & Update **Approve & Submit to HC** Send for Revision **Approve & Submit to Next Inline Manager** Request for Appeal

| S.No | Performance Area | Performance Objective | Measure | Level of Accomplishment Employee |
|------|-------------------|---|---|----------------------------------|
| 1 | Current Processes | 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. | |
| 2 | Current Processes | Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant | Delivery of required training programs within requested timelines. | |

SUBMITTING THE YEPA

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

Before sending back the YEPA, 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 contact your entity HC representatives.