



Federal Authority for Government Human Resources

Employee Performance Management system for  
UAE Federal Government

# Annual Performance Form

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## Annual Performance Form for Federal Government Employees

**Private and confidential**

<b>Employee name:</b>		<b>Date of individual performance agreement :</b>	
<b>Position:</b>		<b>Date of Interim performance review :</b>	
<b>Grade :</b>			
<b>Name of line manager:</b>		<b>Date of Annual Performance Evaluation:</b>	
<b>Name of director :</b>		<b>Department / Section:</b>	

## Instructions

### Section (1)

#### **Annual Goals / Job responsibilities**

The employee and the line manager agree on the objectives or responsibilities, and set them as directed in the Employee Performance Management System for Federal employees. The line manager in agreement with the employee determines the importance of each objective and assigns a weight to each. The total weight of the objectives or responsibilities should not exceed 100%

### Section (2)

#### **Behavioral competencies**

The line manager should determine the behavioural (core and Leadership) competencies for his direct reports and the level required for each competency based on their grades from the Behavioural Competency Framework issued by FAHR .

#### **2.1 - Interim performance**

The line manager and the employee discuss the progress towards meeting the objectives or job responsibilities identified in the annual performance form in order to identify the obstacles that hinder the achievement. Also to provide employee with feedback for the purpose of correcting the course of action to achieve the best results.

### Section (3)

#### **The Annual Performance Review**

The line manager evaluates the goals / job responsibilities and competencies achieved by the employee during the year of evaluation based on what has been specified in the annual performance form at the beginning of the year and the progress established in the interim review. He then scores the achieved on a four points scale.

After the completion and signature of the document by the employee and the line manager, a copy is sent to the Human Resources representative by the director of the concerned department, and keeps a copy for reference when needed.

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For more explanations about the guidelines to complete the document, please refer to the guides.

## Section 1

## Annual Objectives / Job responsibilities

Objectives are required from employees with Undersecretary grade till the job grade 6.

Job responsibilities are required from employees with grade 7 and below.

Num	Objectives / Job responsibilities	Weight of Objective / Responsibility	Interim Performance Review IPR	
			Achieved ?	Remarks and Evidences
		%		
		%		
		%		
		%		
		%		
		%		
		%		
		%		
	Total objectives weights	100%		

## Section 2

### Behavioral competencies

In this section the Line manager sets the proficiency level of core and leadership competencies required of the employee according to their grades and in accordance with the framework of the behavioral competencies issued by the Federal Authority for Government Human Resources.

Num	Core competencies Applicable to all grades up to 10th	Proficiency Level PL	Interim performance review IPR	
			Demonstrated	Remarks and Evidences
1	Customer Focus			
2	Result Orientation			
3	Resource Management			
4	Accountability			
5	Teamwork / Networking			
6	Effective communication & Influencing			

(5) PL: Proficiency Level required according to the behavioral competency framework.

Num	Leadership competencies Applicable to grades from undersecretary to 2nd only	Proficiency Level PL	Interim performance review IPR	
			Demonstrated	Remarks and Evidences
1	Empowerment/ Talent Development			
2	Driving Change			
3	Strategic Thinking			

Remarks and modifications from the interim performance review

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- .....
- .....
- .....

Finalizing the preparation of the Annual performance form

Date and Line manager signature

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Date and employee signature

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Finalizing the Interim performance Review

Date and Line manager signature

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Date and employee signature

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### The Annual Performance Review

In this section the line manager will evaluate of the goals / job responsibilities and competencies achieved by the employee during the year of evaluation based on what has been specified in the annual performance agreement.

#### (a) Evaluation of objectives and job responsibilities

Employee's objectives or Job responsibilities are assessed in accordance with the evaluation scale described below:

Points	Rating	Objective Level
4	<b>Substantially Exceeds Expectations</b>	<ul style="list-style-type: none"> <li>Proficiently and effectively achieved the objectives throughout the whole year more than 100%.</li> <li>Exceeded substantially the standards and ratio for his/ her objectives.</li> <li>Achieved more than the objectives agreed upon in the annual performance form.</li> <li>The achieved objectives had a significant impact on the business in this entity.</li> <li>He / She initiated suggestions that were taken into consideration and implemented in his entity.</li> </ul>
3	<b>Exceeds Expectations</b>	<ul style="list-style-type: none"> <li>Proficiently and effectively achieved his /her objectives(80-100%).</li> <li>Achieved the standards and ratio for his / her objectives.</li> <li>The achieved objectives had a positive clear impact on the business in his/ her department.</li> <li>He / She initiated with positive suggestions</li> </ul>
2	<b>Meets Expectations</b>	Employee performance consistently met most of the objectives. The most critical annual objectives were met (60-80%)
1	<b>Needs Improvement</b>	Employee performance consistently below average performance where standards were not met in most essential areasof responsibility less than 60%, and his / her performance needs improvement in order to reach to the required level.

**(b) Evaluation of competencies**

Behavioral competencies are assessed annually in accordance with the evaluation scale described below:

Points	Rating	Competency Level
4	<b>Substantially Exceeds Expectations</b>	<p>The employee exhibits all behavioral indicators which meet the required proficiency level for his/ her job. He / She also exhibits most competencies in the next proficiency level consistently during all the evaluation period.</p> <p>He/ She was not subject to any disciplinary sanctions during the evaluation year.</p>
3	<b>Exceeds Expectations</b>	<p>The employee exhibits all behavioral indicators which meet the required proficiency level for his/ her job. He / She also exhibits some behaviors of the next proficiency level in a minimum of four competencies.</p> <p>He/ She was not subject to any disciplinary sanctions during the evaluation year.</p>
2	<b>Meets Expectations</b>	<p>The employee generally exhibits most of the behavioral indicators required for his / her current job level.</p> <p>No additional behaviors are demonstrated.</p>
1	<b>Needs Improvement</b>	<p>The employee lacks the majority of the behavioral indicators in four or more required competencies. This may result in significant inefficiencies or issues that negatively impact the work of the team.</p> <p>Improvement is required in most critical behaviors.</p>







N	Objectives / Job responsibilities	Weight of objective/ responsibility	Score (1-4)	Evaluation result (Weight of objective/ responsibility x score)	Remarks and Evidences
		%			
		%			
		%			
		%			
		%			
		%			
		%			
		100%			
Total of objective/ job responsibility evaluation results					

Num	Core competencies Applicable to all grades up to 10th	Proficiency Level PL	Competency score (1-4)	Remarks and Evidences
1	Customer Focus			
2	Results Orientation			
3	Resource Management			
4	Accountability			
5	Teamwork			
6	Effective Communication & Influencing			

Num	Leadership competencies Applicable to grades from undersecretary to 2nd only	Proficiency Level PL	Competency score (1-4)	Remarks and Evidences
1	Empowerment and Talent management			
2	Driving Change			
3	Strategic Thinking			
Total points for competencies assessment				
Average for competencies assessment				

## Final performance result

	Objective/Job responsibility and competency Weights			Total Objective scores	Selected Objective/Job responsibility and competency Weights	Results (Total Objective scores x selected objective weight)
	Undersecretary to Assistant Undersecretary	Special A to Grade2	Grade 3 and below	Average of competency scores		(Average of competency scores x selected competency weight)
Overall Objectives Score	<b>60%</b>	<b>50%</b>	<b>40%</b>			
Overall Competencies Score	<b>40%</b>	<b>50%</b>	<b>60%</b>			
Final result = sum of both competency and objective results						

Substantially exceeds expectations 	Exceeds expectations 	Meets expectations 	Needs Improvement 
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### Finalizing the Annual performance review

Date and  
Line manager signature

Date and Director/  
Next level manager signature

Date and  
Employee signature

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If the evaluation falls in the categories of Substantially Exceeds Expectations, Exceeds expectations or needs improvement:

Director/Next level manager signature

Date:

Final result, comment of the federal entity's moderation committee

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