



**United Arab Emirates
Federal Authority for Government Human Resources**

Performance Management System for Federal Government Employees

System Cycle

The employees' performance management cycle passes, according to system, through three phases associated to a timetable:

1. Performance Planning:

This phase is carried out in January and February of each year, where it is agreed to set and identify goals, indicate the expectations and competencies required from the employee that expected to be completed by the end of the year and record all these matters in the annual performance document, according to the functional degree.

Performance planning is based on two key factors:

- Operational and strategic plan for each Federal Authority
- Framework of behavioral competencies of the Federal Government

2. Regularly Review:

This phase is carried out in June and July of each year, reviewing the achievements and tasks as agreed in the annual performance document, in order to identify and promote strengths, and address the weaknesses.

3. Final evaluation of the annual performance:

This phase is carried out in November and December. This phase is deemed the last phase in the performance management cycle of the final evaluation of the employee performance, according to the standards adopted and stipulated in the system.

The three phases involve a continuous periodic review, containing the need for guidance and control the achievement in light of the annual performance document and benefiting from feedback

**Performance Management System Cycle
Continuous Training and Feedback**

January February

Performance Planning

- ✓ Identifying Goals
- ✓ Identifying Behavioral Objectives



June - July

Periodical review of the progress achieved

- ✓ Informal feedback
- ✓ Performance reviewing during the project
- ✓ Periodical Review

November - December

Annual performance evaluation and identifying rewards and bonuses

- ✓ Performance-associated rewards
- ✓ Non-financial estimate
- ✓ Promotions
- ✓ Annual performance evaluation
- ✓ Adjustment process and ratios balance
- ✓ Complaints and plaints
- ✓ Individual development plans
- ✓ Low performance management

System Definition

Performance Management System is a process whereby employees' performance is evaluated against objectives and key performance indicators that are developed by the employee and his / her direct manager for the period of the evaluation, so that it shall be determined at the beginning of the evaluation period. This process is continuously updated and reviewed during the performance period.

Performance is seen as a practical translation of all phases of planning in the governmental authority and is not a purpose in itself, but a mean to achieve an objective "Goals".

The system prepared by the Federal Authority for Government Human Resources comes in line with the recent administrative concepts that the government seeks to apply according to the provisions of Federal Law Decree No. 11 on human resources in the federal government

Principles of the System

The system is based on five main principles:

- ❖ Enhancing and developing the performance culture for individuals.
- ❖ Engaging the employees in planning and developing objectives.
- ❖ Encouraging managers to provide feedback on the performance of their employees objectively.



- ❖ Linking promotions, rewards, bonuses, training and development to performance level.
- ❖ Establishing the values of justice, stability, equity and credibility by applying the system.

Scope of Application

This system is applied to all Ministries and Federal Agencies regardless of the type and duration of the contract or the functional degree, including part-time and full-time employees, except for those occupy service jobs.

The members of the judiciary are excluded from the application of this system, provided that their performance systems shall comply with the general principles and general framework of this system.

System Basics

Performance Management System is based on:

Objectives:

The matters expected to be accomplished by the employee during the year.

Competencies

The method or the mechanism that determines how the employee fulfills his/her objectives according to the general framework of the behavioral competencies developed by the Federal Authority for Government Human Resources, which contains two groups of competencies (3 leading and 6 basic)