الهيئة الاتحادية للموارد البشرية الحكومية
Federal Authority For Government Human Resources

United Arab Emirates

User Manual for

Self-Service of the Federal Government Performance Management System

"Injazati"

2026

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User Manual for
Self-Service of the Federal Government
Performance Management System
"Injazati"

Phase 01

Performance Management Planning and Objective Setting

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Employee Portal Interface

Summary

System access is obtained by selecting "Injazati" from the suite of systems available through the Employee Self-Service platform.

## Phase One (01): Performance Management Planning and Objective Setting

In this phase, employees can create their main Objectives and Key Results (OKRs), set the corresponding Key Performance Indicators (KPIs) for the evaluation cycle, view their respective behavioural competencies, and forward them to their line manager for approval.
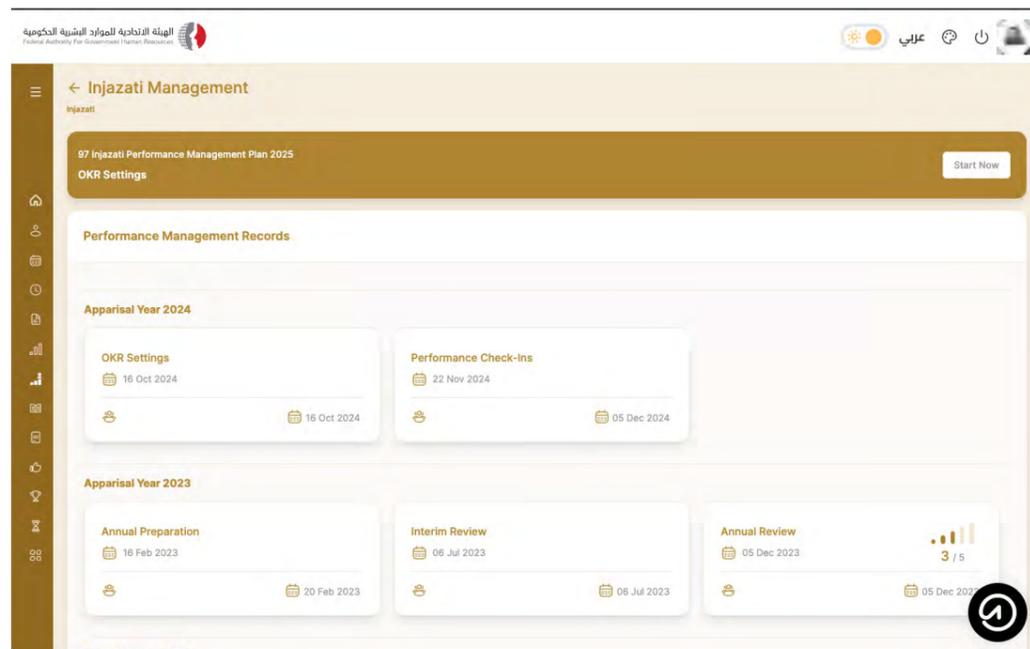
OKR Development Interface

Upon selecting "Start Now," employees will be directed to the Main OKR Development page where the following will be displayed:

1. **Step 01:** Employees are required to add or update their main objectives (OKRs) and Key Performance Indicators (KPIs).

2. **Step 02:** Employees may review the competencies automatically generated by the system according to their job grade.

3. **Step 03:** After adding or updating their main objectives (OKRs) and Key Performance Indicators (KPIs), employees may share them with their line manager.
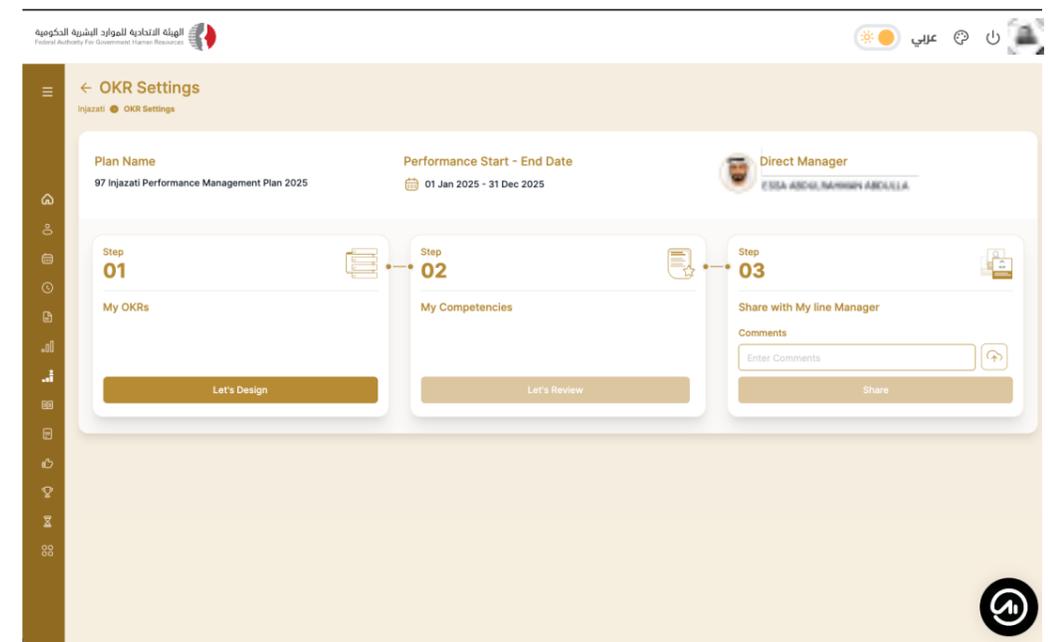
Phase 01 – Adding or Updating Main Objectives (OKRs) and Key Performance Indicators (KPIs)

Upon clicking the "Let's Design" button, employees are directed to the interface that enables them to add their main Objectives (OKRs) and Key Performance Indicators (KPIs). Employees are provided with various options to support them in adding this information, either manually or by using AI, Previous Objectives, or the entity's Strategic and Operational Plan. The HR Department must ensure that the entity's Strategic and Operational Plans are uploaded to the "Injazati" system prior to the start of the performance management cycle.

Once employees add their main objectives (OKRs), set within a mandated threshold of no fewer than three (3) and no more than five (5), the system will display the KPI fields, where they must add no fewer than two (2) and no more than five (5) KPIs for each main objective, in addition to the target results.

1. The KPI text field will be activated once the employee enters the OKR achievement percentage.

2. Employees may add KPIs either manually or by using available sources such as AI, Previous Objects, or the Strategic and Operational Plan.

3. To define the target results for KPIs, employees may choose from various types, including percentage, number, rank, or amount.
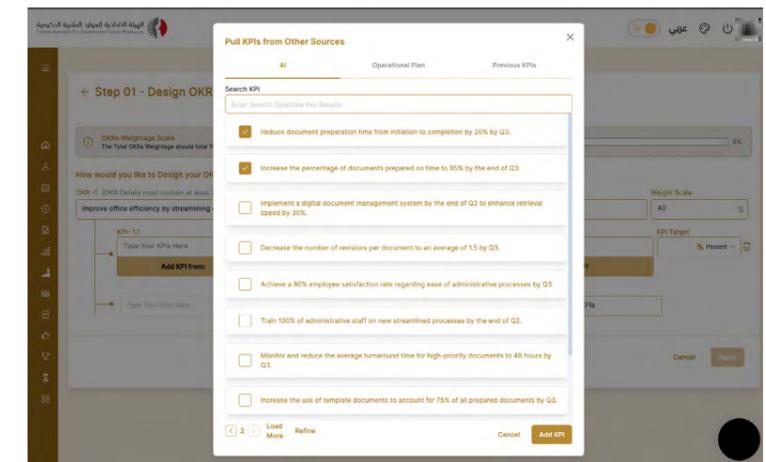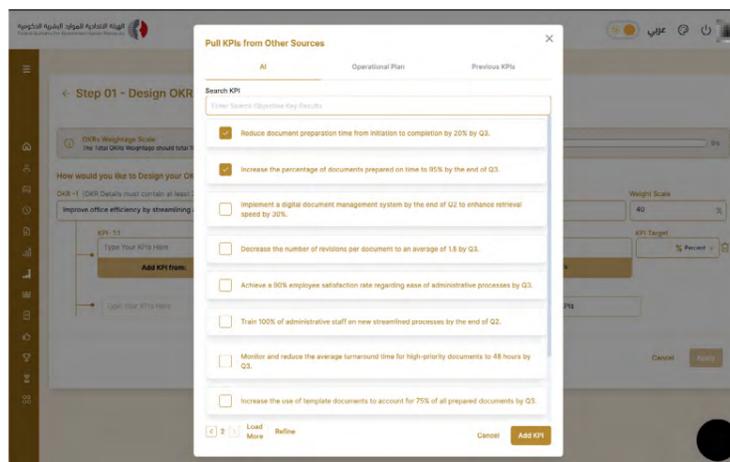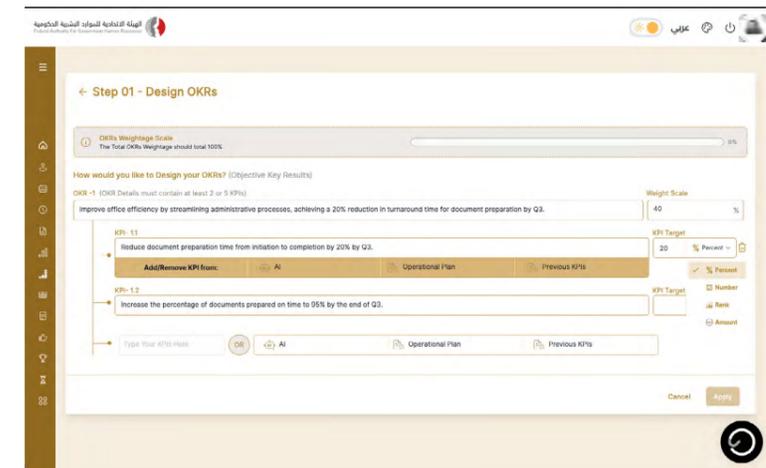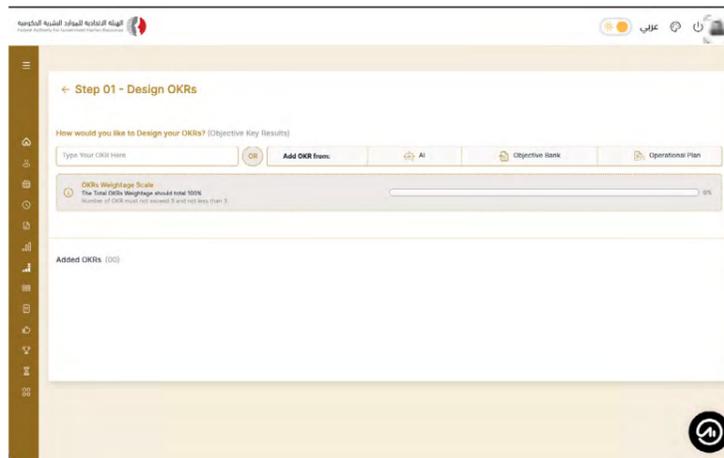
1. Once a main objective (OKR) is added, it will appear in this section (Added OKRs) with a weight scale indicator.

2. Employees may edit or delete the added main objectives (OKRs). By clicking "Edit," they will be redirected to the edit mode where they can make the required updates.

3. The "Design Your OKRs" section will remain active until the weight scale reaches 100%. Once the weight scale reaches 100%, you may proceed to the next step.
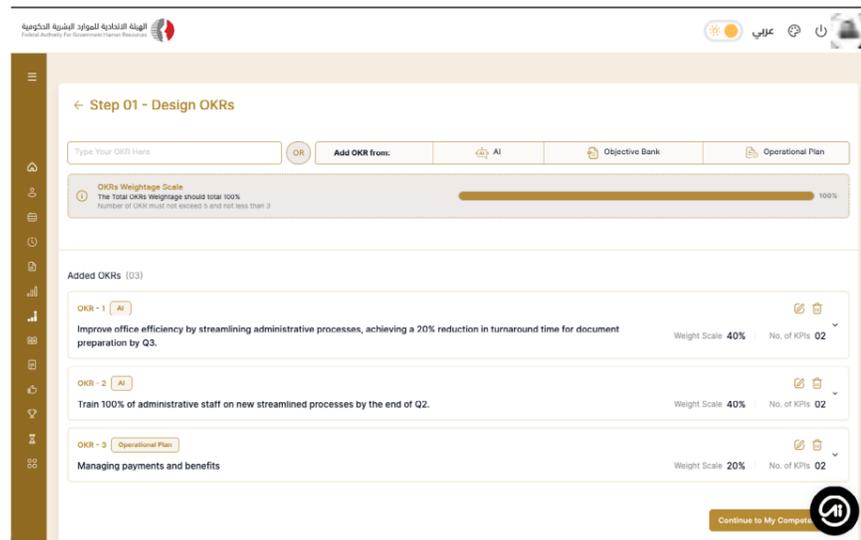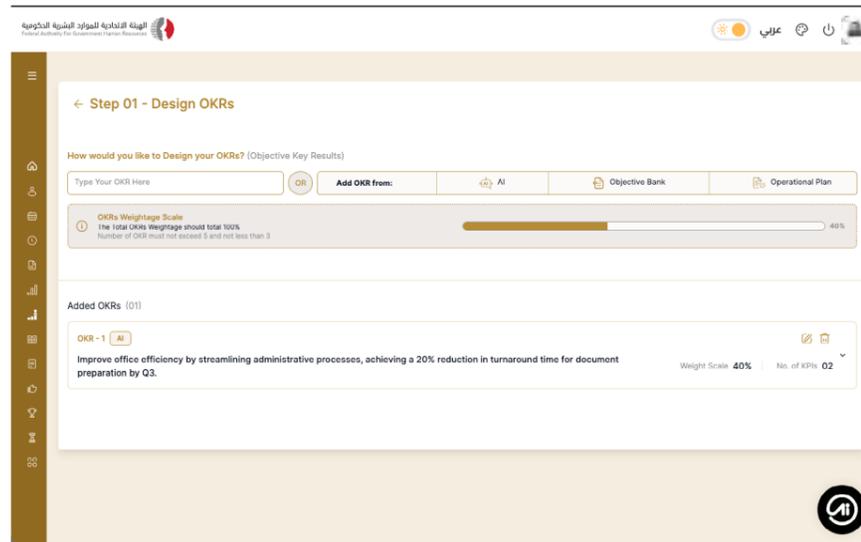
Step 02 – Competency Review

On the My Competencies screen, employees can view the competencies automatically generated by the system based on the job grade and review their details.

1. Displaying Competency Lists

2. When clicking the Information icon, the details will be displayed.

3. Clicking «Continue» will direct the user to the main interface.
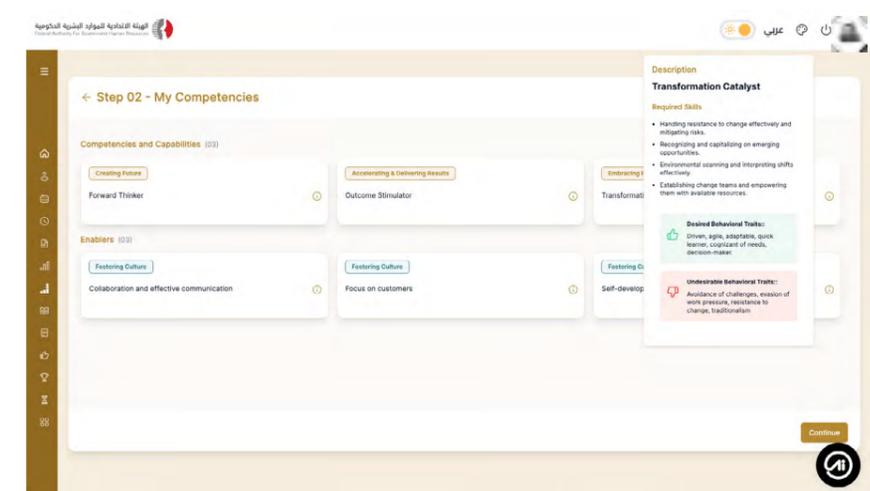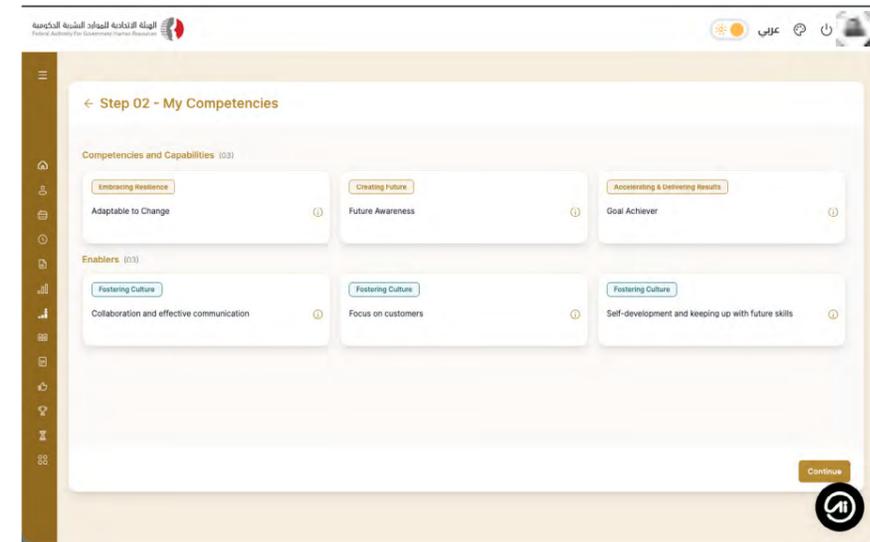
Step 03 – Sharing Target Objectives with the Line Manager

On the main screen, the "Share" button will be activated once the Objectives and Key Results (OKRs) are updated and the competencies are reviewed.

- Employees may add comments or upload any optional documents prior to sharing.

- Employees may select the "View & Print" link to display the updated information.

- Employees will not be able to make any changes to the information after it has been shared with the line manager.

2
Line Manager Interface
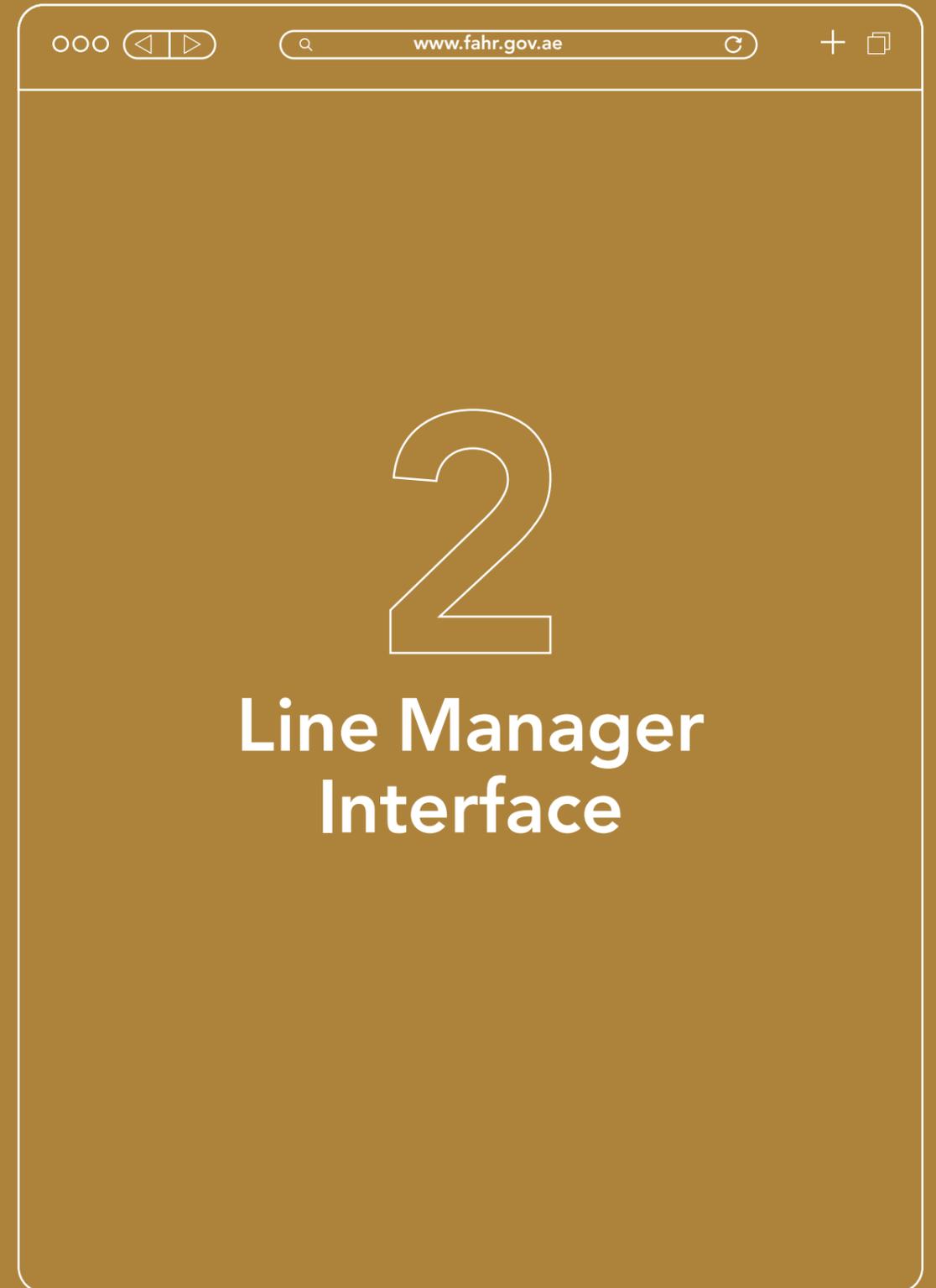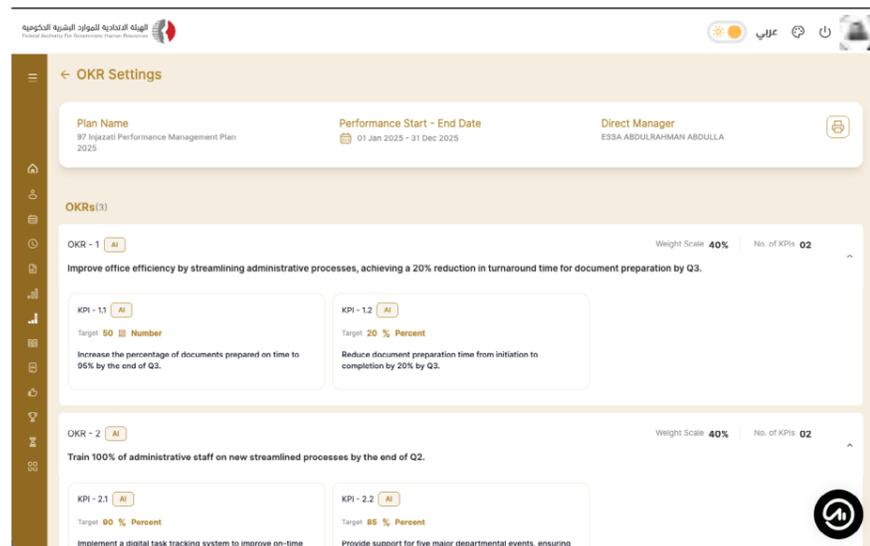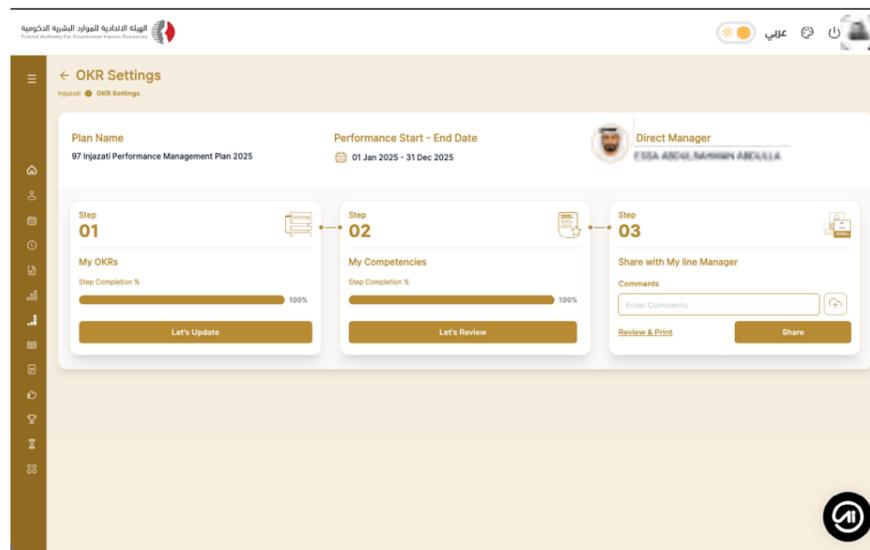
Dashboard

The line manager will receive all individual performance requests submitted by the employees within their organisational unit for review. They may add comments, return the requests for review or approve them. In the dashboard, the line manager can view tabs, lists, and analytical charts.

1. "Total Employees" Tab – In this section, the direct supervisor can view a list of all employees under their supervision.

2. "Pending by Employee" Tab – In this section, the line manager can view a list of employees who have not submitted their individual performance plan requests or whose requests were resubmitted for review and editing and are still pending action by the employees.

3. "Pending by Manager" Tab – In this section, the line manager can view all pending requests submitted by employees and take the appropriate action.

4. "Completed" Tab – In this section, the Line Manager can view the list of all employees who have completed the first phase of setting their Objectives and Key Results (OKRs).

5. Upon clicking on a specific employee card, the Line Manager will be directed to the employee's details screen, where all relevant information is displayed.

6. The Line Manager may view the performance status across all phases.
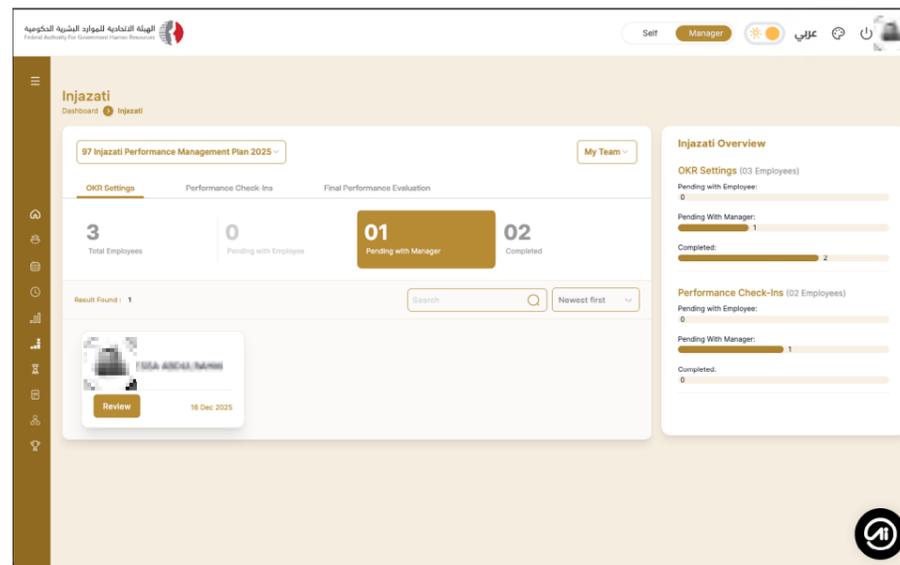
Details Screen

The Details Screen will display the employee's information, evaluation details, and the lists of Objectives and Key Results (OKRs) and competencies, enabling the line manager to review the details and take the necessary actions.

1. The line manager can view a list of employees who have submitted evaluation requests. By clicking on each employee's name, their detailed information will be displayed.

2. In this section, the line manager may view all added Objectives and Key Results (OKRs) and Key Performance Indicators (KPIs), and add comments to each key objective or indicator.

3. The line manager can also review the Competencies list.

4. After reviewing all details, the line manager may add comments to either approve the request or return it to the employee for review and editing.
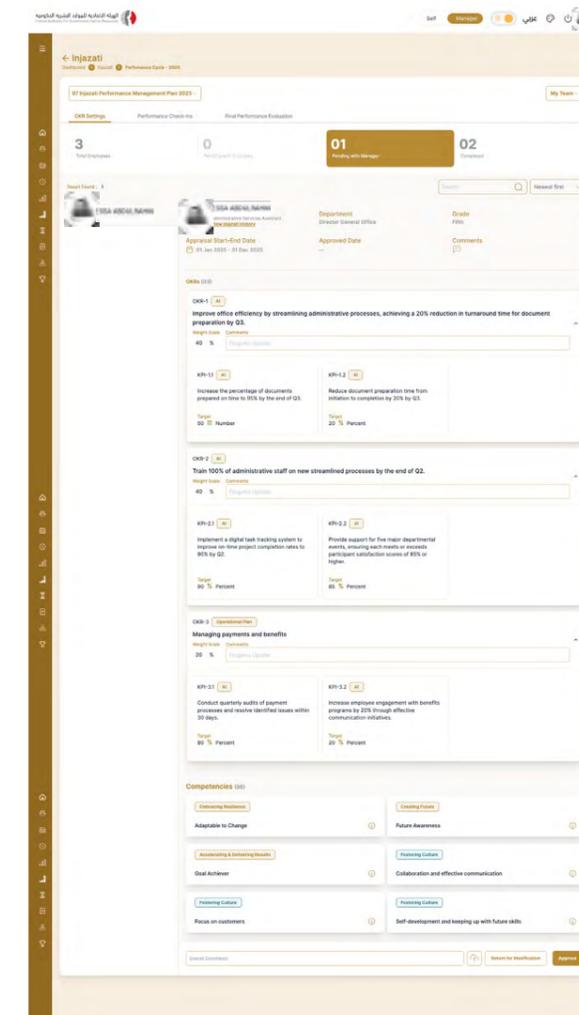
Phase 02

Continuous Performance
Management Review

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1

Employee
Portal Interface

Overview

Once Phase One (01) has been formally approved, the employee or the line manager may initiate the continuous review phase. During this phase, Objectives and Key Results (OKRs) or Key Performance Indicators (KPIs) can be edited, accomplishment percentages updated, and remarks added and shared with the line manager for review. This step may be performed multiple times prior to initiating the check-in phase.

Initiating the Check in Phase

Upon approval of the Objectives and Key Results (OKRs), the Performance Check-ins button will be activated, allowing employees to review, edit, and complete a number of related actions, including:

- Adding comments regarding competency levels, Objectives and Key Results (OKRs), Key Performance Indicators (KPIs), and overall performance levels.

- Editing or deleting Objectives and Key Results (OKRs) or Key Performance Indicators (KPIs).

- Adding new objectives, while ensuring that the weight scale of the remaining objectives is adjusted so that the total remains 100%.

- Uploading any attachments (optional) and proceeding by submitting them to the line manager.
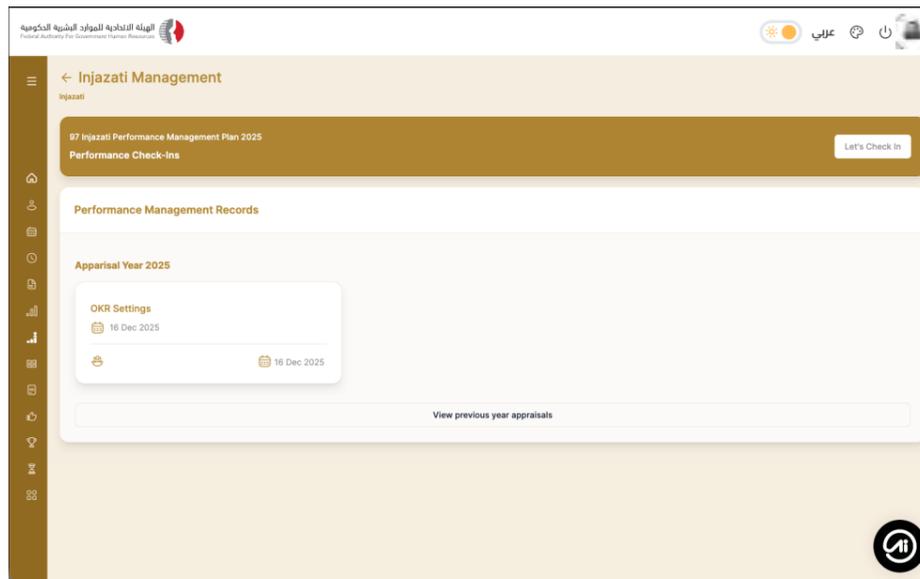


Updating Results and Remarks

Employees may add remarks or update the results and accomplishment level for each Objective and Key Result (OKR) and Key Performance Indicator (KPI). In addition, they may respond to the line manager's remarks regarding the Objectives and Key Results (OKRs) and Key Performance Indicators (KPIs).
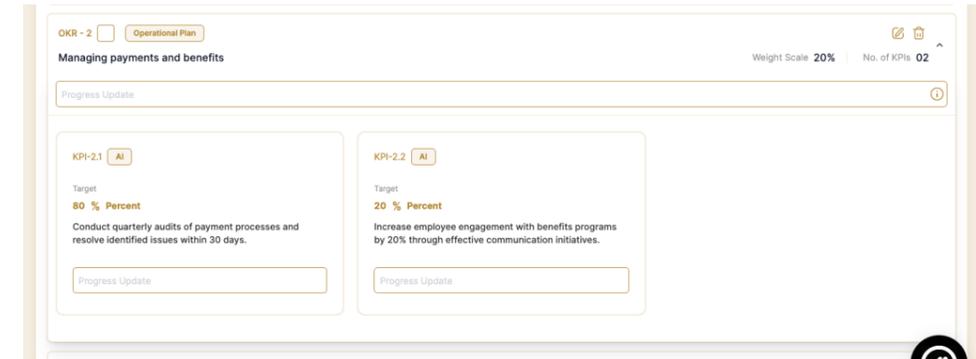
Editing and Deleting

Employees may edit or delete Objectives and Key Results (OKRs), adjust their weights, and edit Key Performance Indicators (KPIs) or their target weight as needed, ensuring that the total weight remains 100%. To edit or delete, the user must click the buttons located at the top-left corner of the screen.

Adding New Objectives and Key Results (OKRs)

Employees may add new Objectives and Key Results (OKRs), provided that the total weight remains 100%.
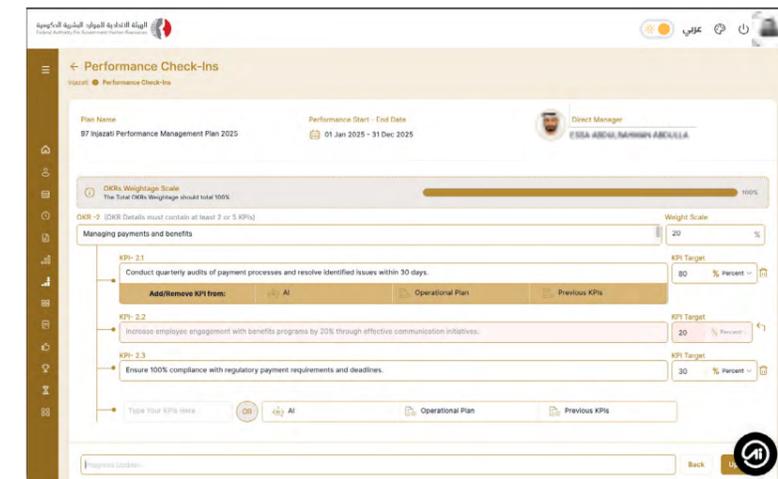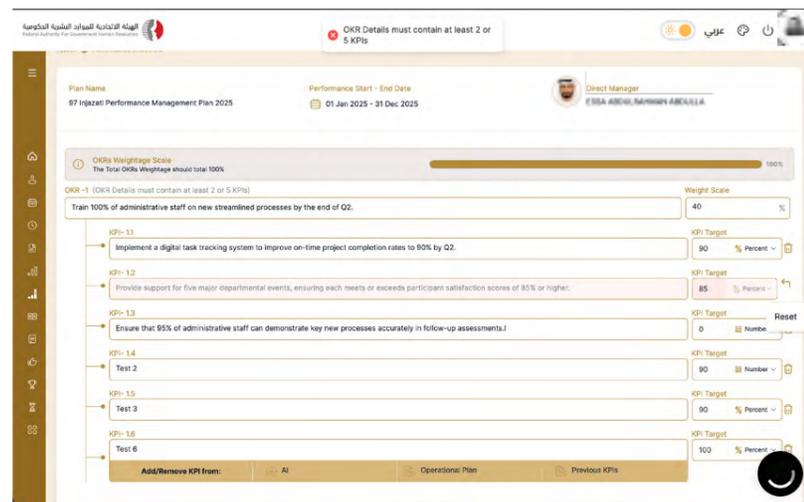
Archived Records of Performance Check-ins

Employees may view the list of performance check-in records initiated either by themselves or by their line managers, in addition to the details, comments, and current status of each check in. This provides a comprehensive overview of the reviews, including detailed records of the actions taken during each review.

Continuous Check in

The line manager may initiate periodic follow-ups, and employees may review the comments added by their line manager. They may also add general comments, inputs at the Objectives and Key Results (OKRs) level, or at the Key Performance Indicators (KPIs) level. Line managers may provide comments on these inputs, such as adding new Objectives and Key Results (OKRs), editing existing objectives or Key Performance Indicators (KPIs), deleting specific objectives or Performance Indicators, or adjusting objective ranges. Based on these comments, employees may take the necessary actions.

Once the continuous check-in phase is completed, it will be submitted to the line manager for approval, and its status will appear as "Pending by Manager" until approved.

2

Line Manager Interface
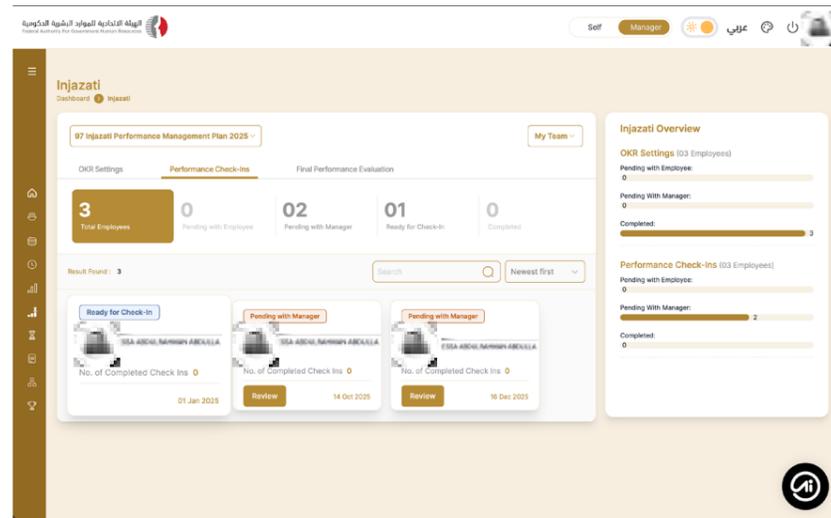
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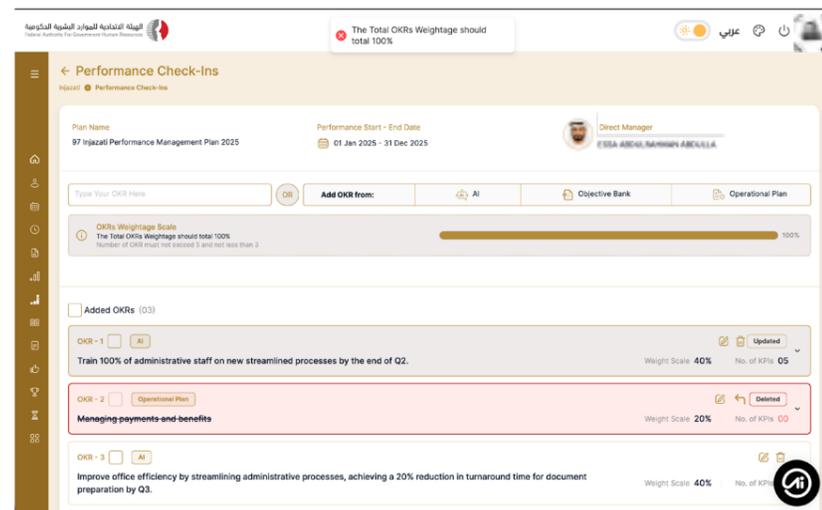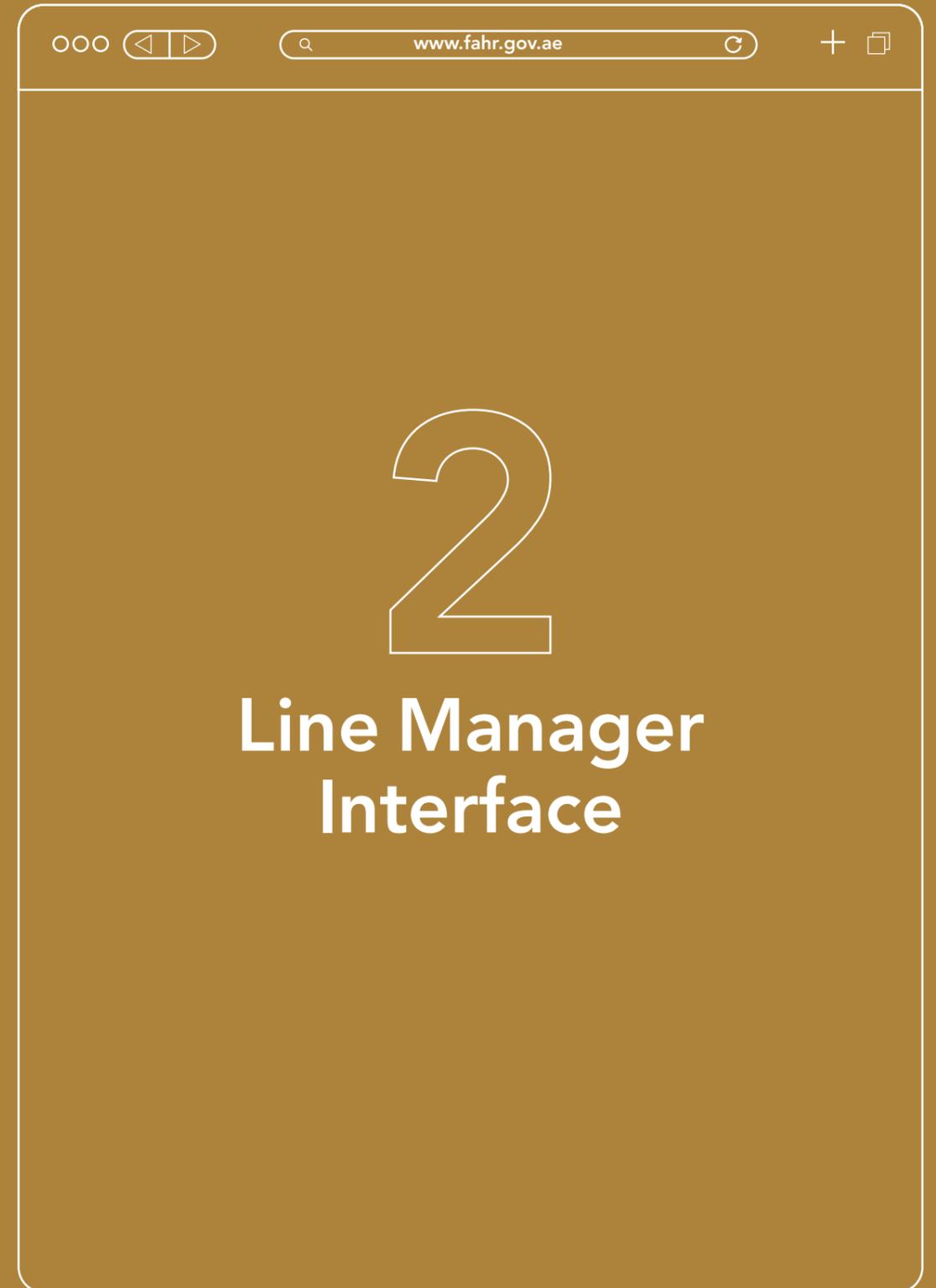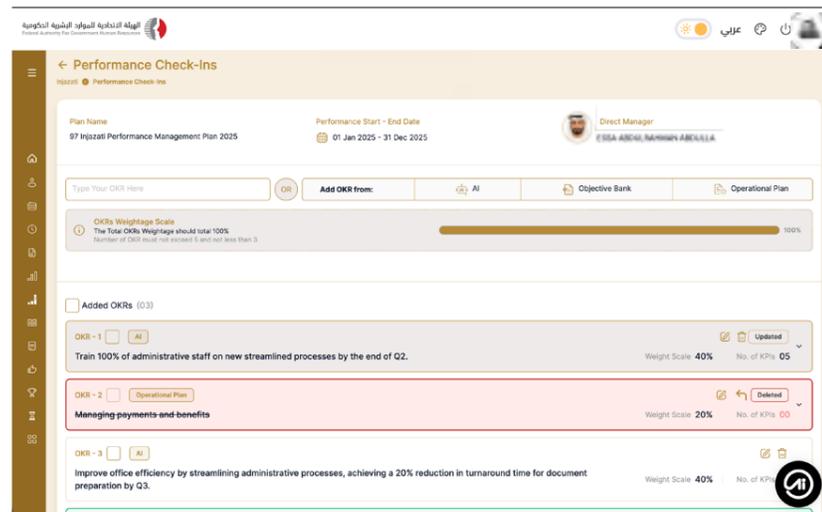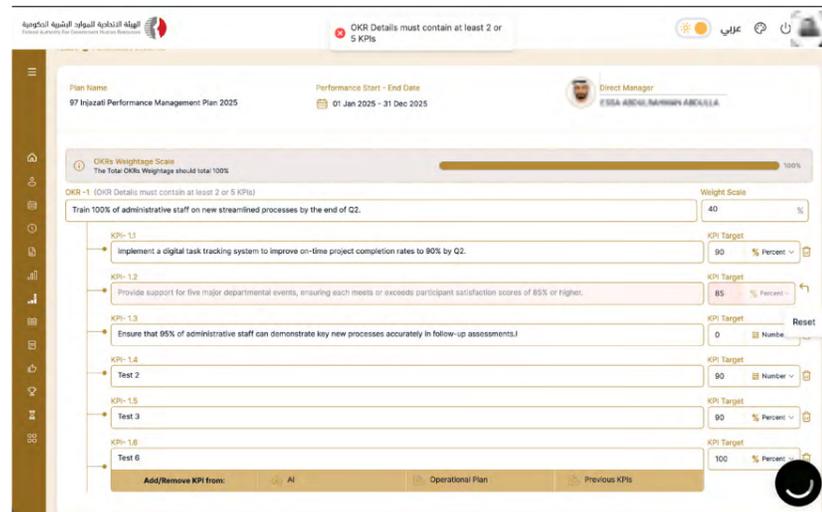
Overview

The line manager will receive all check-in requests for employees within their organisational unit, and may add comments, resubmit requests for further review and editing, or approve them.
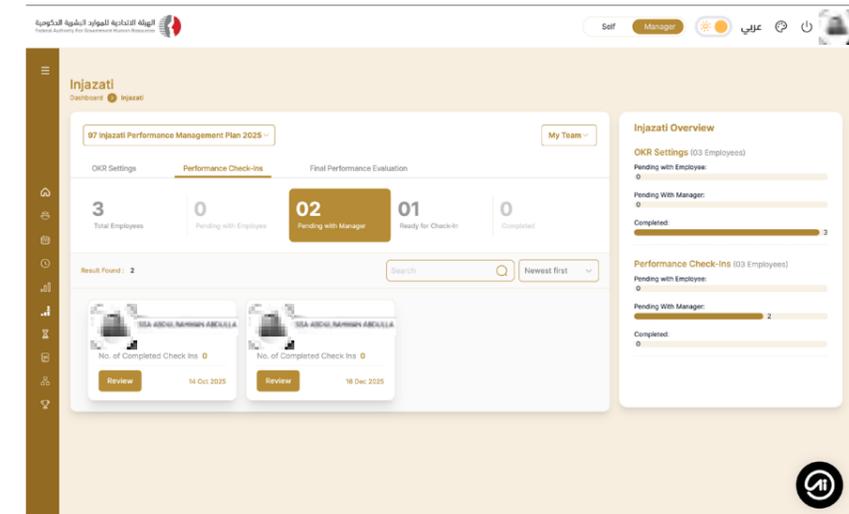
1. **(Total Employees) Field:** In this section, the line manager can view a list of all employees within their organisational unit


2. **(Ready for Check-in) Field:** In this section, the line manager can view a list of employees who are eligible to initiate the check-in stage. Only employees who have completed the previous check-in cycle or who have not started any follow-up will appear.
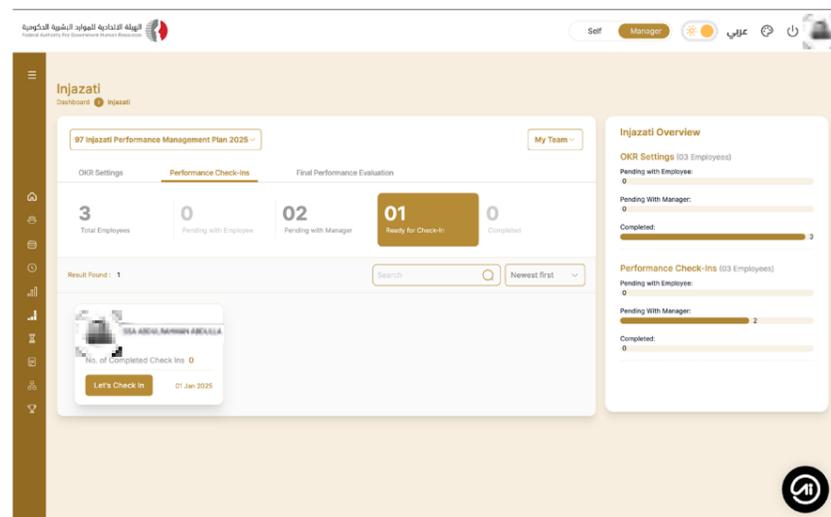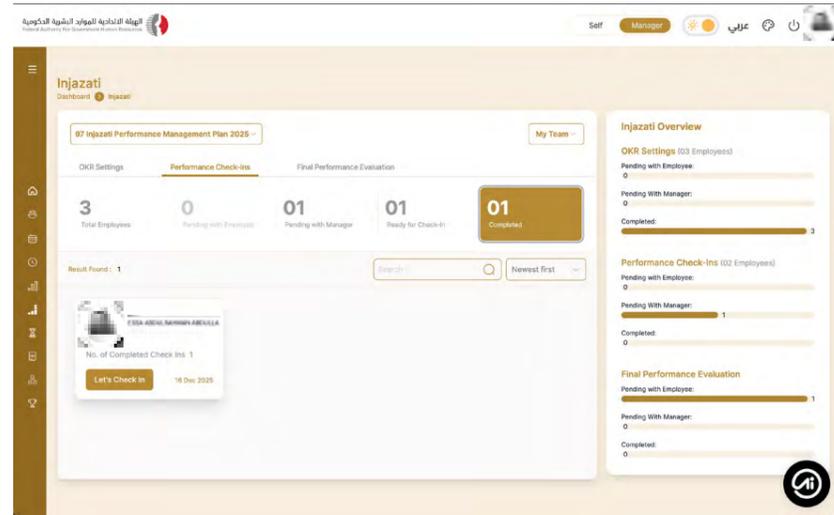

3. **(Pending by Manager) Field:** Employees who have initiated the check-in cycle or submitted any updates will be displayed. The line manager may review the list and take the necessary actions, such as returning the request for further updates or approving the follow-up cycle to complete the process.
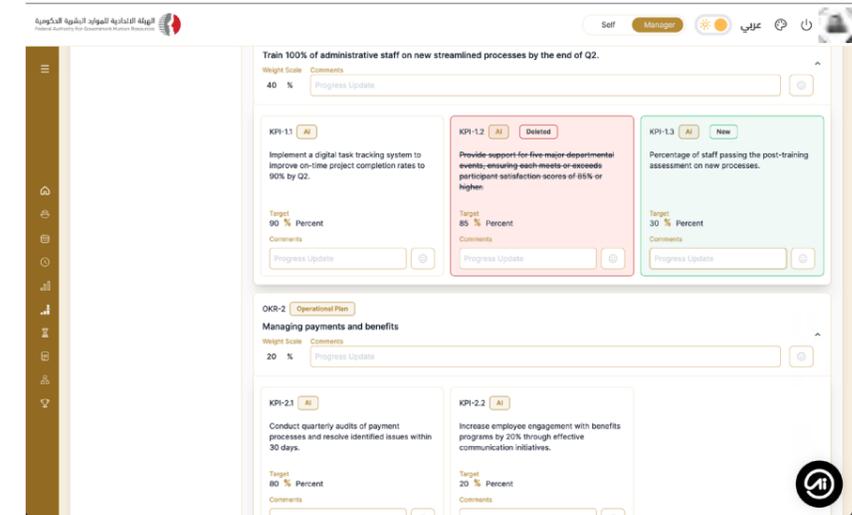

4. **(Pending by Employee) Field:** In this section, the line manager may view employees who have not acted upon the comments sent to them, or whose requests were resent for review and editing.
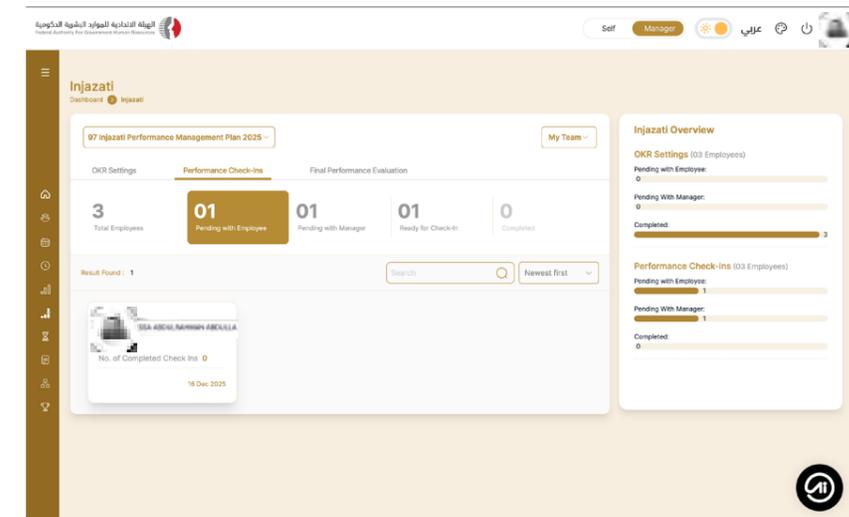
5. (Completed) Field: In this section, the line manager can view a list of all employees who have completed Phase 2 (Continuous Performance Management Review).

- When selecting an employee's card, the line manager is directed to that employee's details screen, which presents all relevant information. The line manager may also view the performance status across all phases and review the history of continuous check-ins.
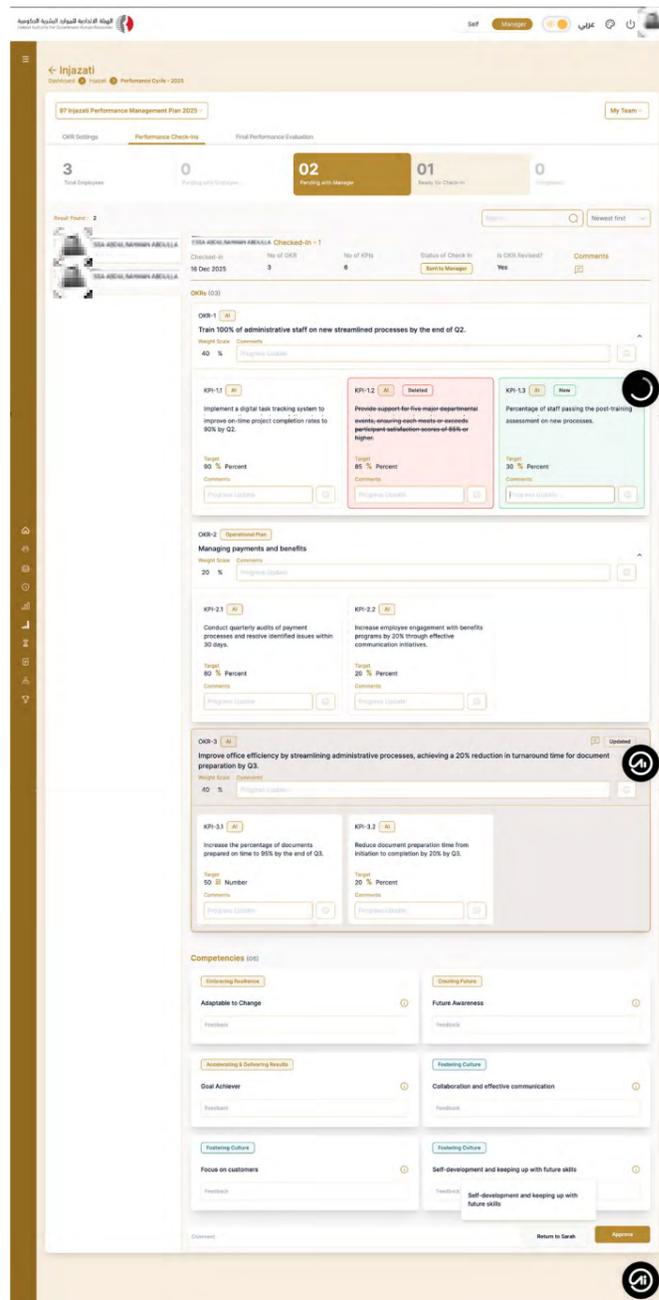

- When initiating the review, the line manager may add comments on the Objectives and Key Results (OKRs), Key Performance Indicators (KPIs), or competencies.
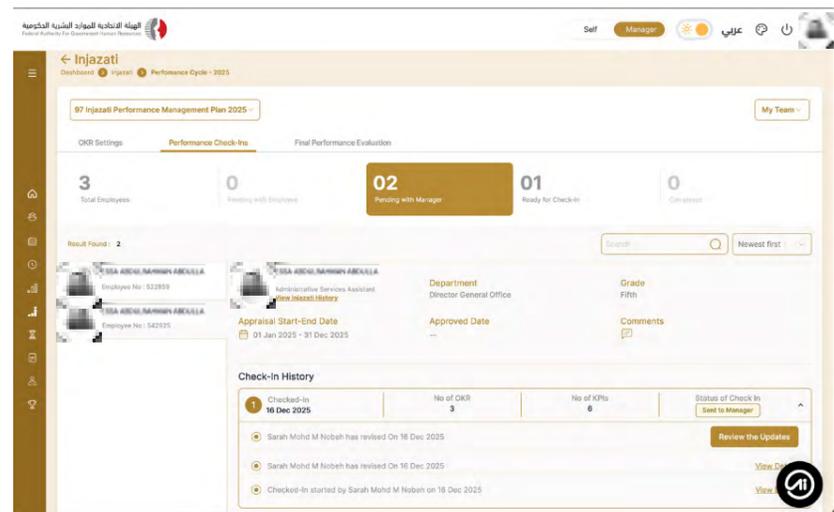
- After the employee edits and updates the Objectives and Key Results (OKRs), Key Performance Indicators (KPIs), or competencies, the next screen will appear for the line manager to approve.


Phase 03

Final Performance Evaluation

1

Employee
Portal Interface

Employee Page - Overview

During Phase 03 – the Final Performance Evaluation, the employee must provide the results of their Key Performance Indicators (KPIs), add any remarks if necessary, and then submit them to the line manager. Afterward, the line manager reviews and evaluates the performance. Ultimately, both the employee and the line manager will be able to view the Objectives and Key Results (OKRs) result levels for the employee's performance (the employee's final evaluation result will appear after the Calibration Committee approves it).

1. The employee may begin the final performance evaluation process (if the cycle is activated).

2. The employee may also view records from the previous phase, in addition to performance records from previous years.
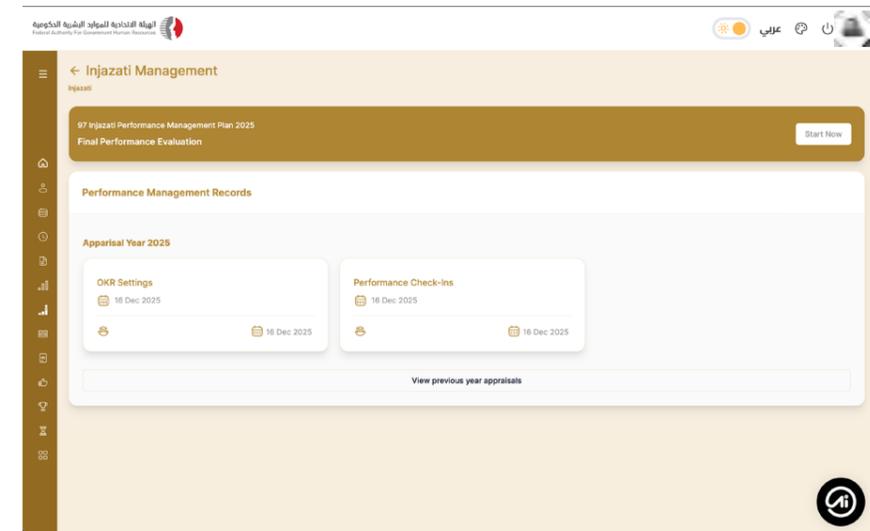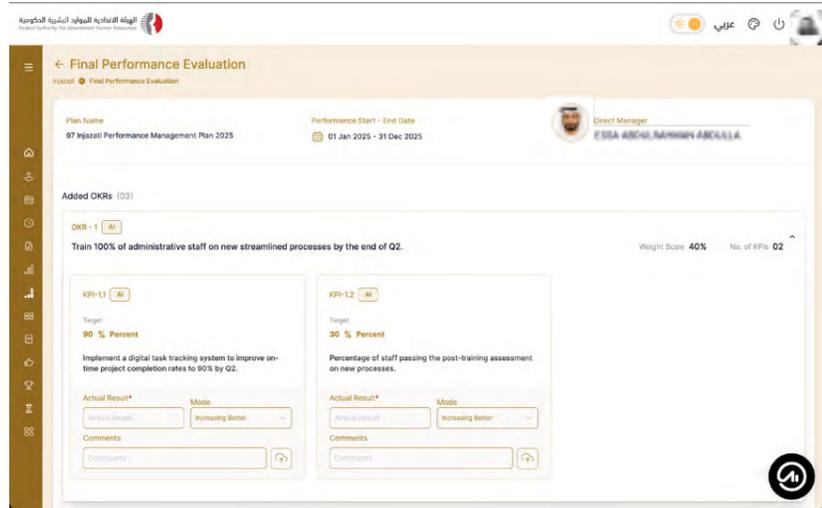
## Updating the Achievement of Objectives and Key Results (OKRs)

In the final phase, the employee must enter results achieved under each Key Performance Indicator (KPI) associated with the Objectives and Key Results (OKRs) that were established during the first phase. After completing this step, the employee must share it with the line manager.

1. The employee must submit the KIP's results and ensure that the indicator pattern aligns with the indicator type. In cases where achieving results higher than the defined target is preferable, the pattern shall be "Increasing Better." Conversely, if achieving results lower than the defined target is preferable, the pattern shall be "Decreasing Better."

2. The employee may also add comments, remarks, justifications, and so forth, and upload attachments that reflect the progress of performance. This may assist the line manager in the evaluation process.
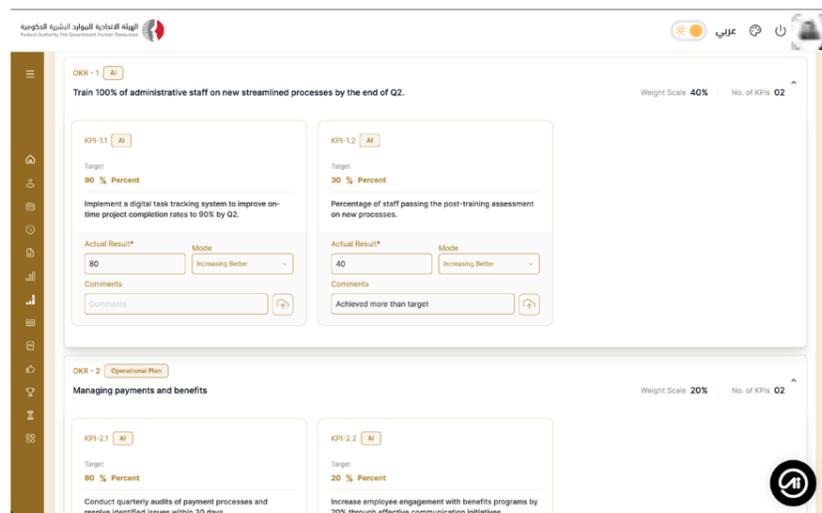

Defining Competency and Behavioural Competency Evaluation Level

- Employees must determine the evaluation levels by selecting one of the available options from the list.

- Employees may also add comments regarding their competency if they have any remarks.

- Once the employee updates progress in Key Performance Indicators (KPIs) and competencies, they may add general comments, upload attachments, and submit them to the line manager.

- The employee will then see a screen indicating the evaluation status.
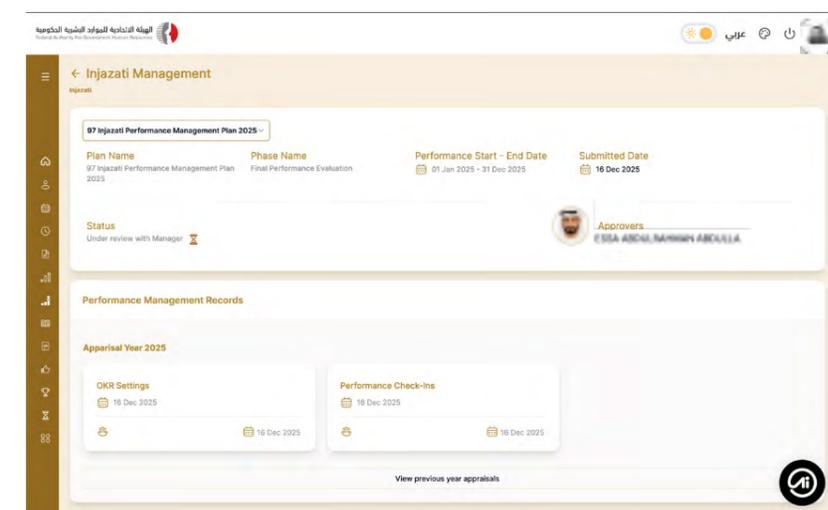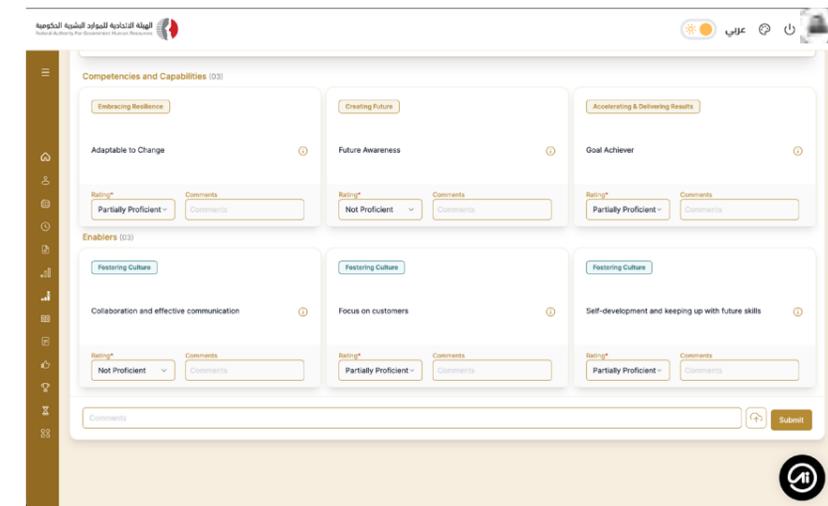
Under Review and Approval

After submission to the direct supervisor, the status will be updated to «Pending by Manager.» The line manager can view the updated information, and upon taking the appropriate action, the status will change accordingly.

2

Line Manager Interface
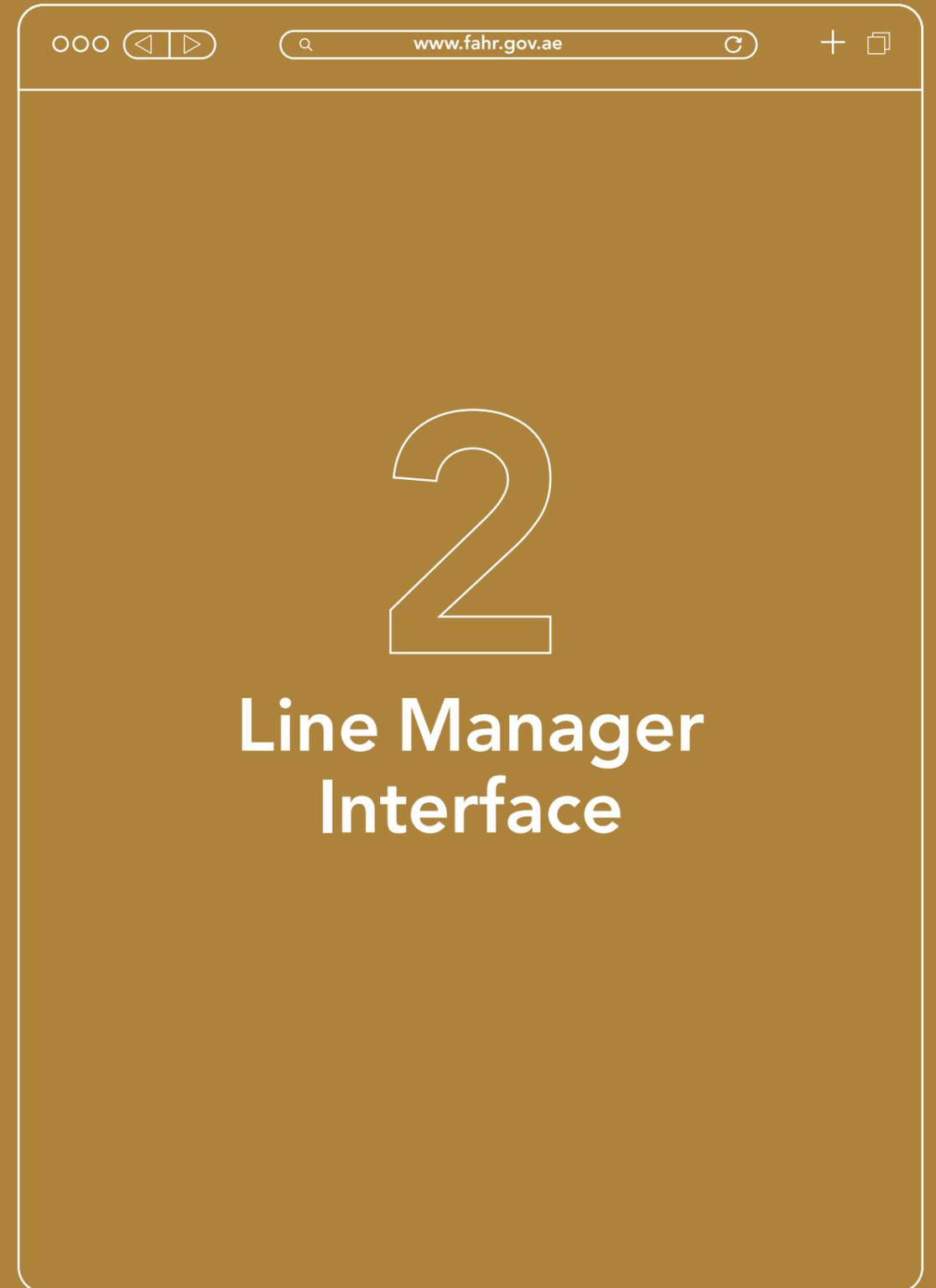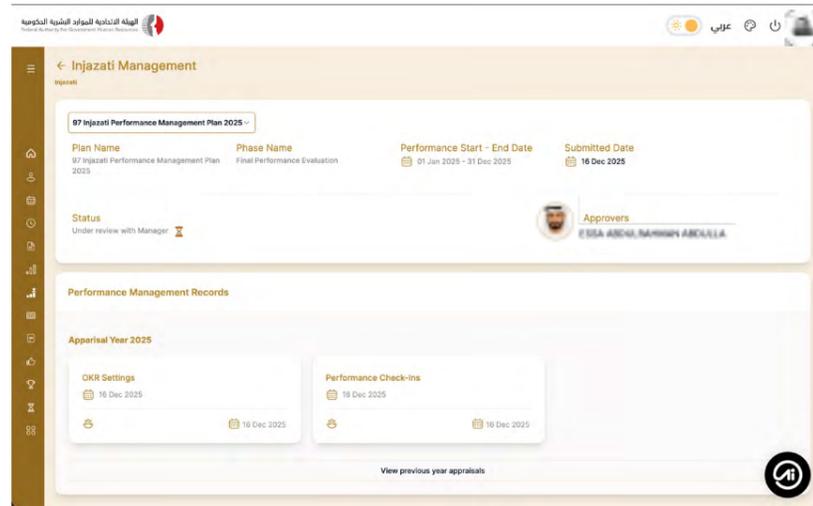
Line Manager Interface Dashboard- Overview

During Phase 03 – Final Performance Evaluation, once the employees submit their performance results and evaluation, the line manager will assess performance, update progress results, and finally, the employee and line manager will view the performance levels of the KPIs for the employee's Objectives and Key Results (OKRs) (the employee's final evaluation result will appear after approval by the Calibration Committee).

1. **Total Employees** – The line manager can view all employees under their organisational unit and access detailed information.

2. **Pending by Employee** – The line manager can view the number of employees who have not yet completed their performance evaluation or whose evaluation is still in progress with him/her.

3. **Under Review with Manager** – The line manager will receive requests from employees who have submitted their evaluations for review and can take the appropriate action accordingly.

4. **Completed** – Employees whose evaluations have been approved by the line manager will be displayed in this tab.

5. **Employee Name** – Based on the employee's name, results will be displayed, and the line manager can click to view further details.
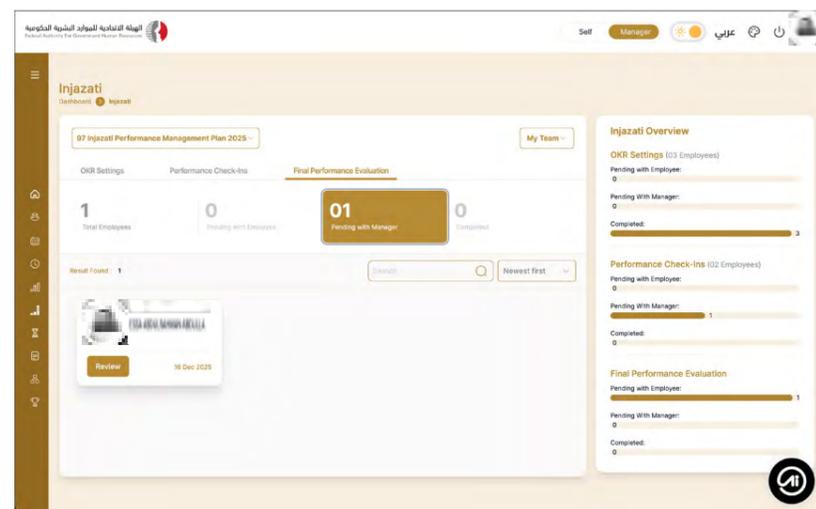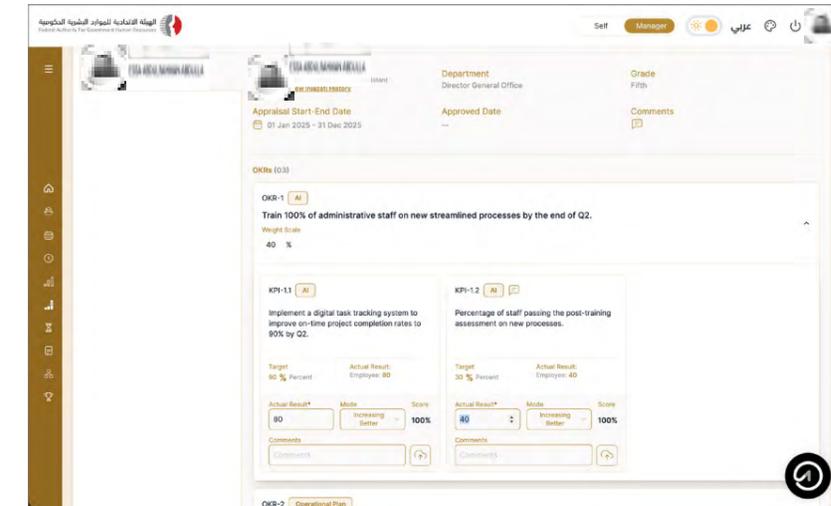
Review and Approval of Objectives and Key Results (OKRs)

At the final phase, the line manager must review the results updated by the employee.

- The line manager may view the actual result submitted by the employee and update it if necessary. Based on these updates, the system will generate a rating, and if the line manager edits the result, the rating will automatically be adjusted.

- The line manager may also add comments for any remarks, justifications, instructions, etc., and attach supporting documents as reference.

Review and Approval of Competency and Capability Evaluation

- The line manager may view the evaluation submitted by the employee and update it by selecting an option from the dropdown menu.

- The line manager may also add comments regarding competencies if there are any remarks.
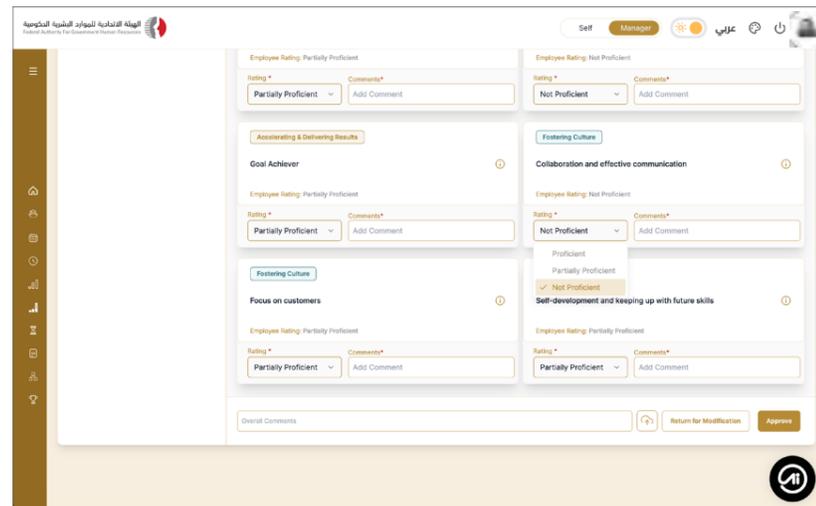
Initiating the Decision-Making Process

Once the line manager has reviewed/updated the progress, general comments may be added. Subsequently, the line manager may decide either to resend the evaluation to the employee for review and editing or to approve the request. Furthermore, the line manager may upload attachments for final approval.