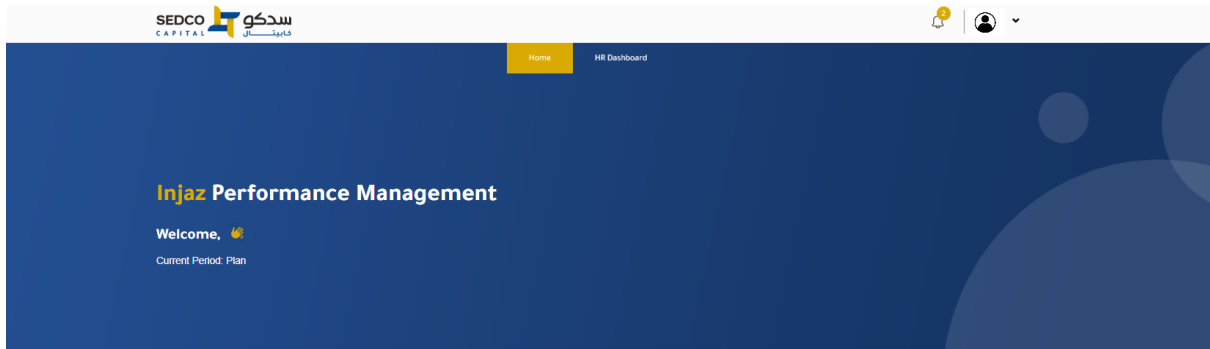


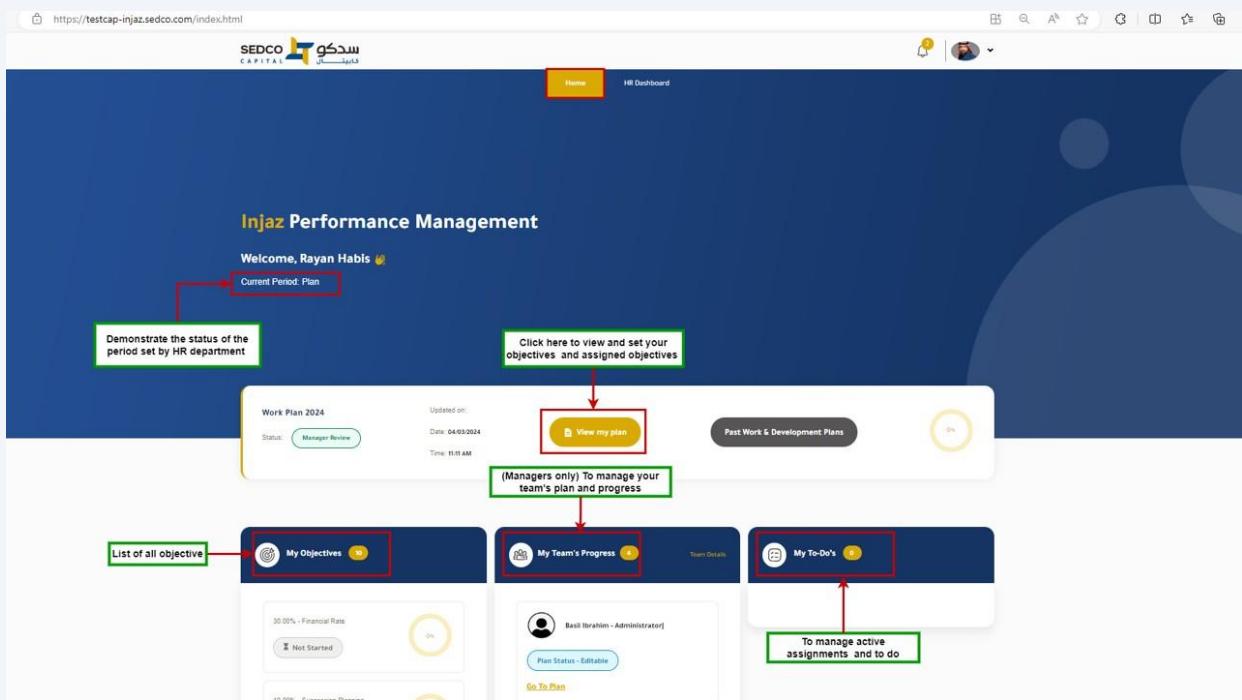
Injaz System

This Guideline Manual Was Developed Internally to Walk You Through the Steps of Setting Your Objectives Successfully.



Please follow the following steps :

1 Home Page



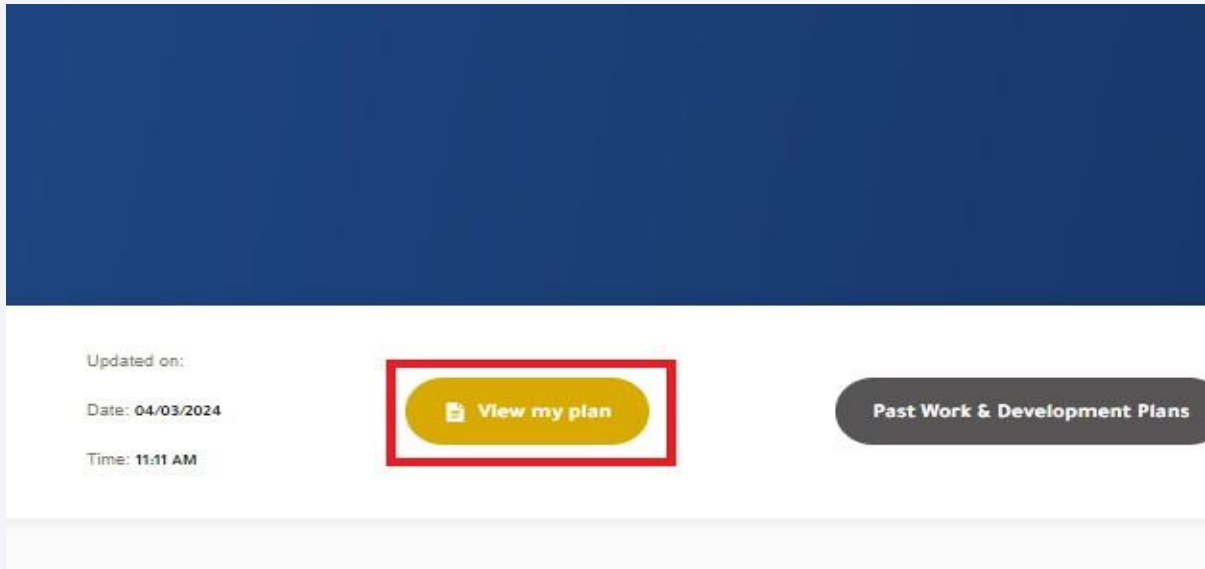
The screenshot shows the Injaz Performance Management Home Page. The page title is "Injaz Performance Management" and the user is logged in as "Rayan Habis". The current period is set to "Plan".

Annotations and steps:

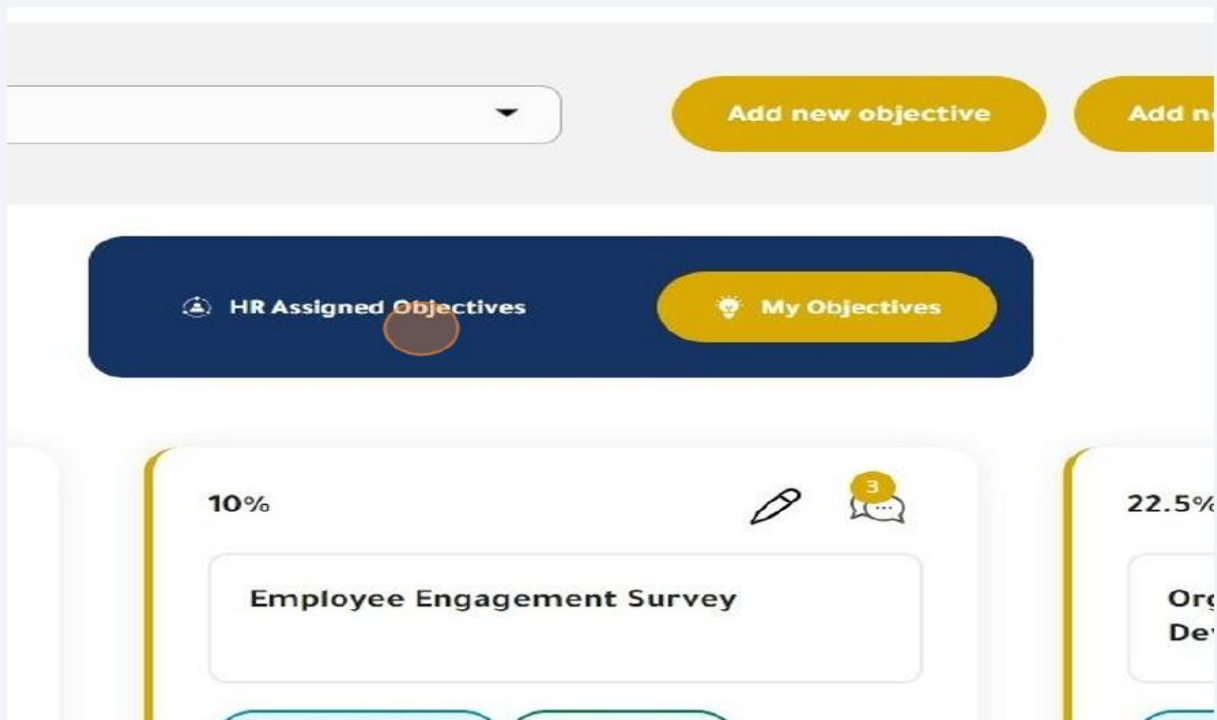
- Current Period: Plan** (highlighted in red): Demonstrates the status of the period set by HR department.
- View my plan** (highlighted in red): Click here to view and set your objectives and assigned objectives.
- View my plan** (highlighted in red): (Managers only) To manage your team's plan and progress.
- My Objectives** (highlighted in red): List of all objective.
- My To-Do's** (highlighted in red): To manage active assignments and to do.

The page also displays a "Work Plan 2024" card with a "Manager Review" status, updated on 04-03-2024 at 11:01 AM. Below this, there are three main sections: "My Objectives", "My Team's Progress", and "My To-Do's".

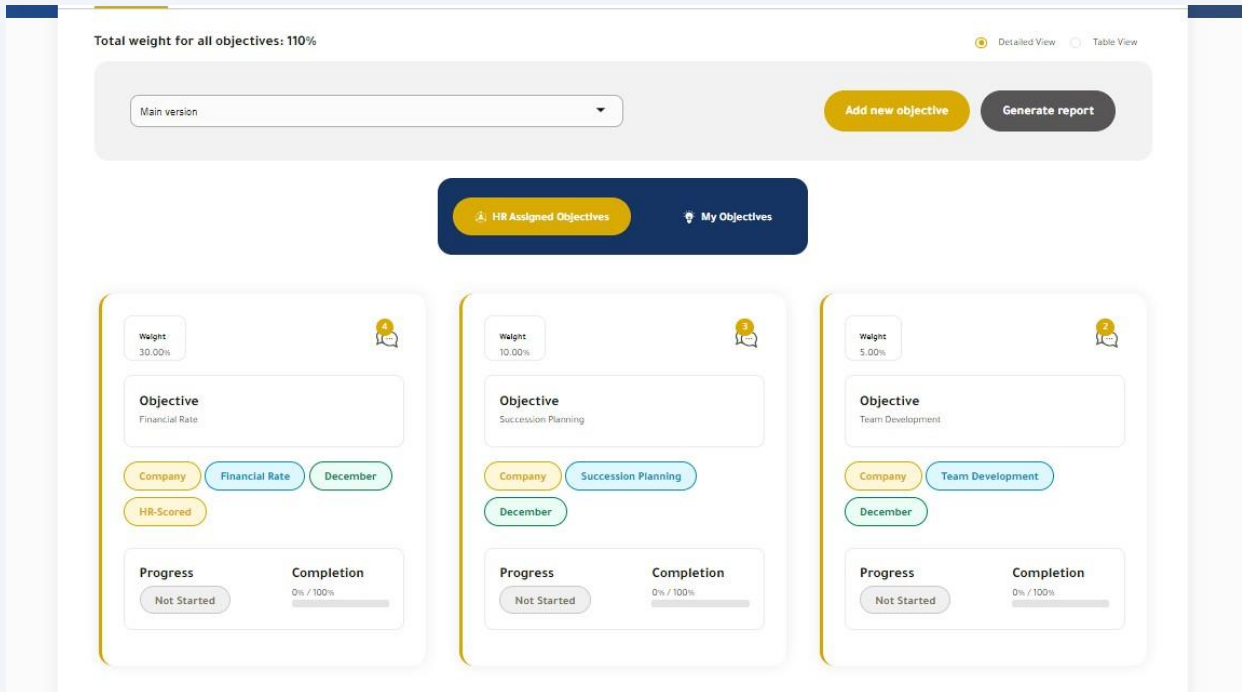
2 Click on "View my plan" to create your plan.



3 Click here to find the HR assigned Objectives (HR will assign objectives to each grade and will be added automatically to the final weight).



4 You can find all HR assigned objectives.



Total weight for all objectives: 110%

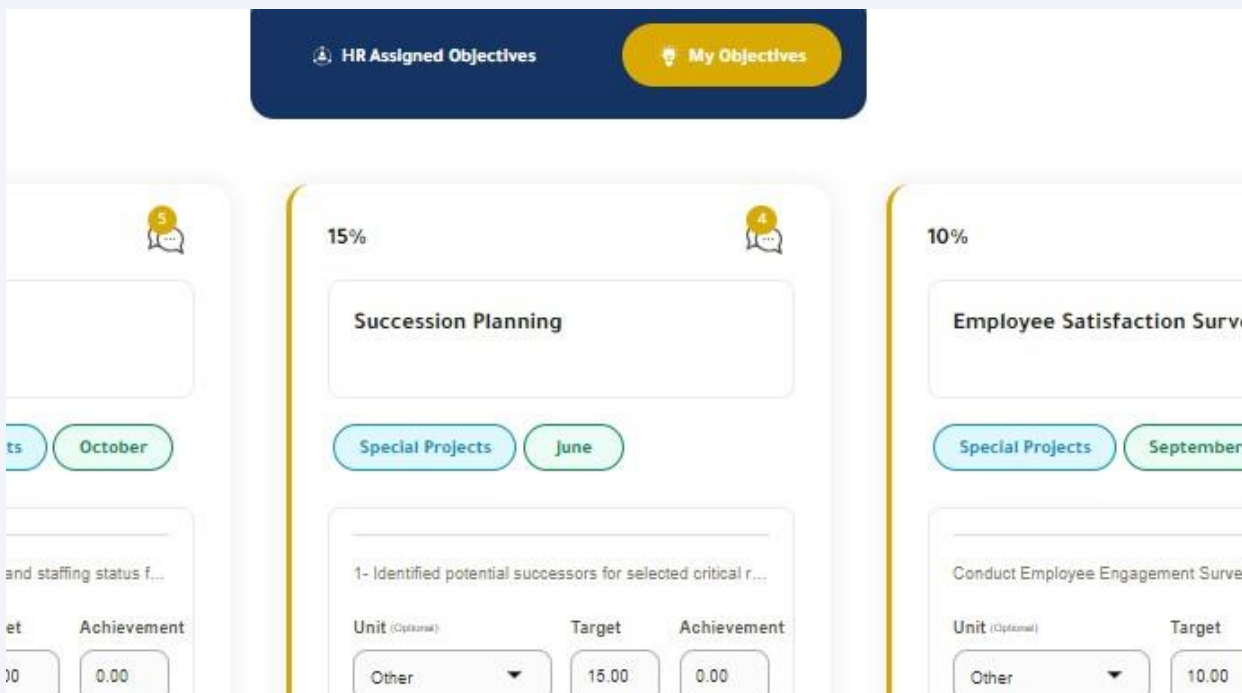
Main version

Add new objective Generate report

HR Assigned Objectives My Objectives

Weight	Objective	Company	Month	HR-Status	Progress	Completion
30.00%	Financial Rate	Company	December	HR-Scored	Not Started	0% / 100%
10.00%	Succession Planning	Company	December		Not Started	0% / 100%
5.00%	Team Development	Company	December		Not Started	0% / 100%

5 My objectives will demonstrate the planned objective draft and final submission.



HR Assigned Objectives My Objectives

Weight	Objective	Company	Month	Progress	Completion
15%	Succession Planning	Special Projects	June		
10%	Employee Satisfaction Survey	Special Projects	September		

1- Identified potential successors for selected critical r...

Unit (Optional)	Target	Achievement
Other	15.00	0.00

Conduct Employee Engagement Survey

Unit (Optional)	Target
Other	10.00

8 Please add your Objective here

The screenshot shows a form for creating an objective. It includes a dropdown menu at the top, followed by an 'Objective' field with a placeholder 'Enter Objective' and two icons (a gold coin and a person). Below that is a 'Due Date' dropdown menu with 'Objective Due Date' selected. The 'Weight' field contains '0.00'. The 'Theme/Category' field is a dropdown menu. At the bottom, there is a checkbox labeled 'Cascade to team member(s)'.

9 Please Add your due here



The screenshot shows a dialog for selecting a due date. It features a dropdown menu with 'Objective Due Date' selected. Below the dropdown is a list of months from January to December. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

10


Please note that your total business as usual and Special projects will depend on your grade as follow:

Total of grade B and above is 45%

Total of grade C and below is 60%

Workload Analysis  

Due Date

December 

Weight

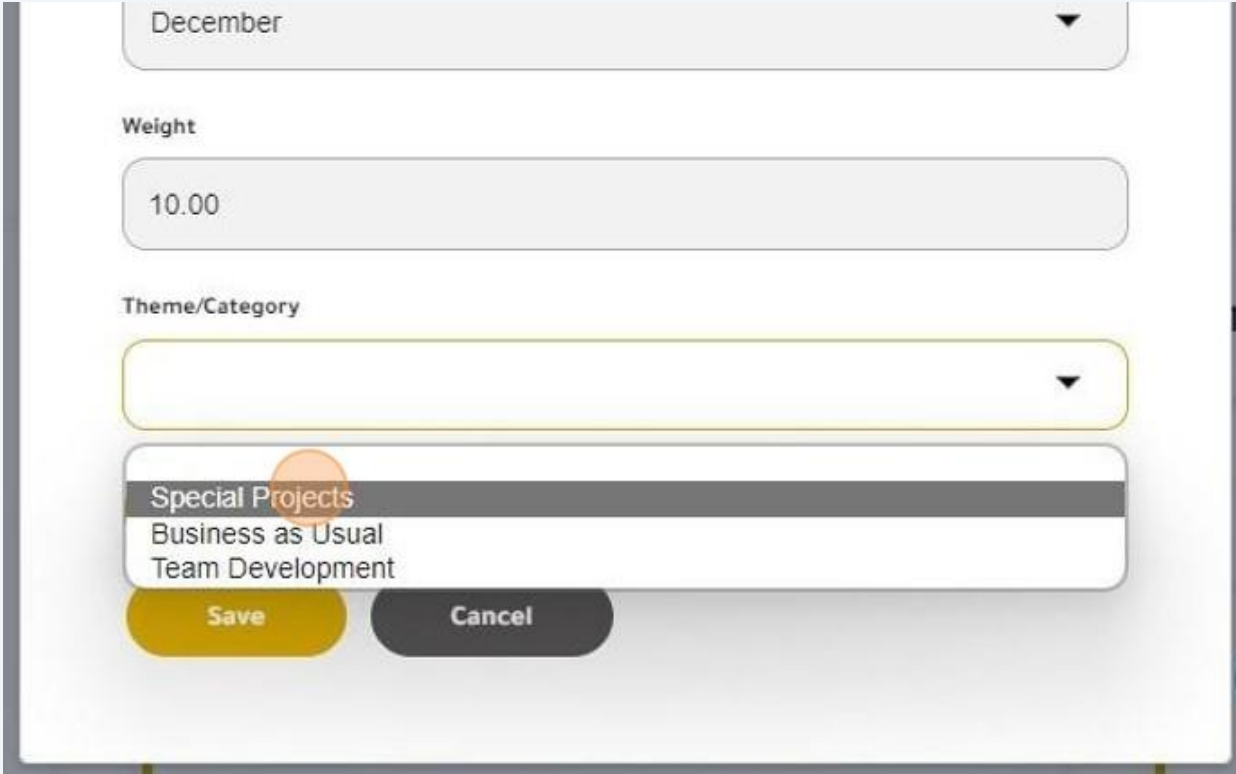
0.00

Theme/Category

Cascade to team member(s)

Save **Cancel**

11 Please choose the category of your objective



December

Weight

10.00

Theme/Category

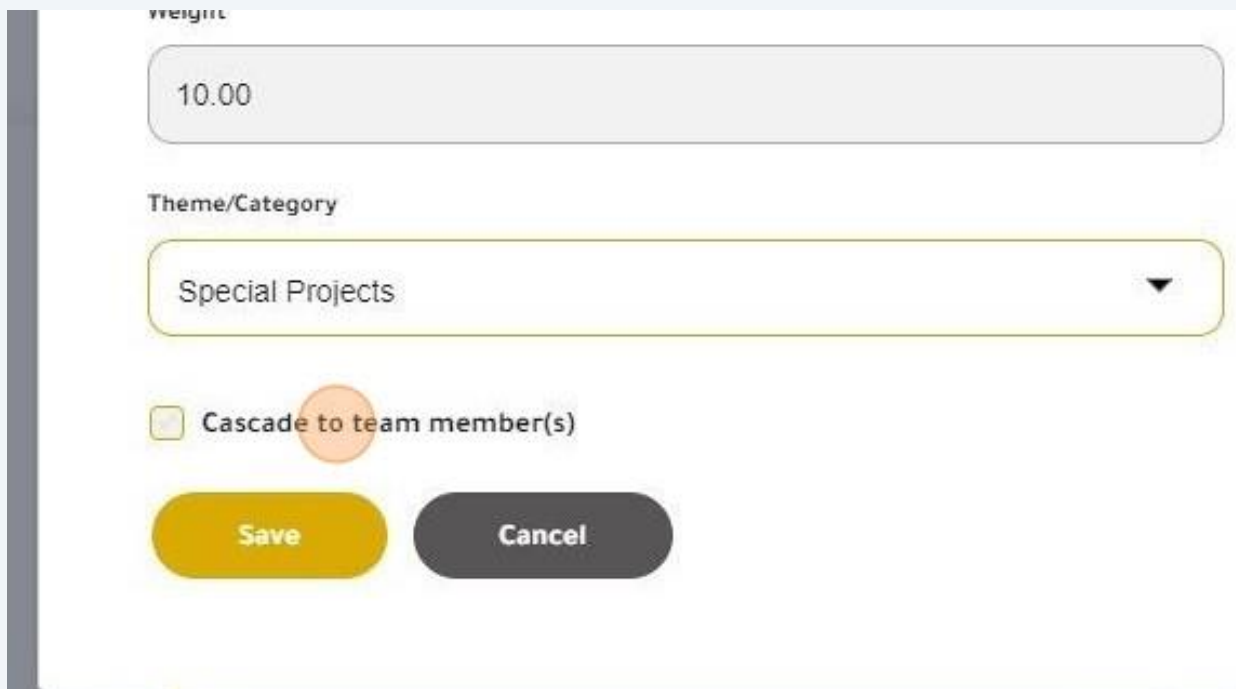
Special Projects

Business as Usual

Team Development

Save Cancel

12 (Line Managers only), you may cascade your objective to one or more members of your team. please note that you may need to add all information to the note box.



Weight

10.00

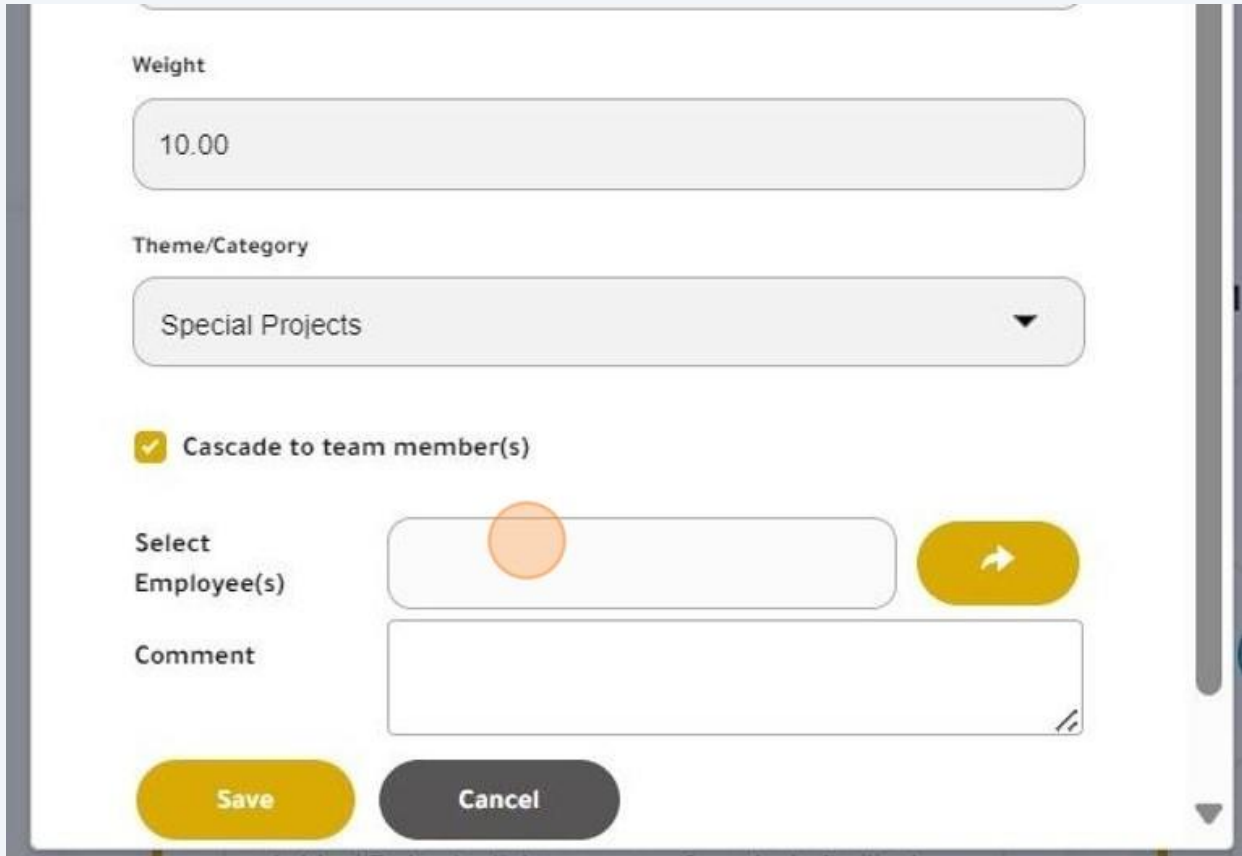
Theme/Category

Special Projects

Cascade to team member(s)

Save Cancel

13 Click "Select Employee(s)"



Weight

10.00

Theme/Category

Special Projects

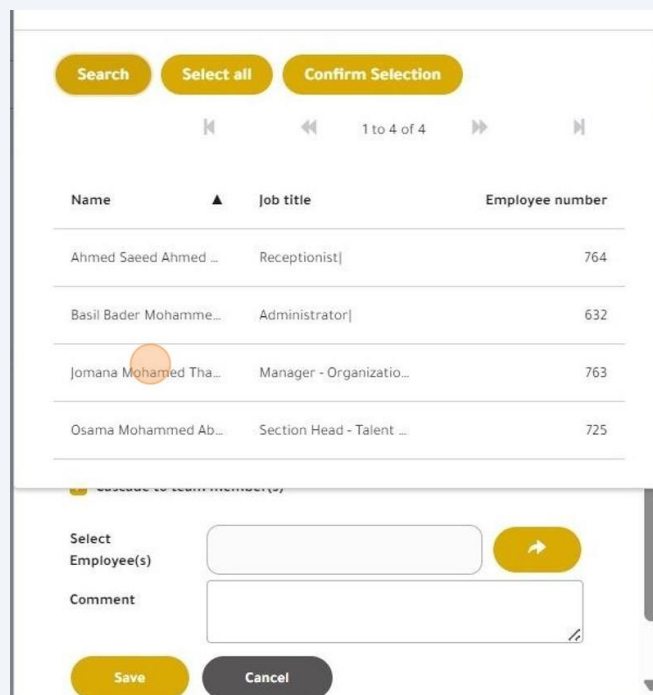
Cascade to team member(s)

Select Employee(s)

Comment

Save Cancel

14 Choose the employee name.



Search Select all Confirm Selection

1 to 4 of 4

Name	Job title	Employee number
Ahmed Saeed Ahmed ...	Receptionist	764
Basil Bader Mohamme...	Administrator	632
Jomana Mohamed Tha...	Manager - Organizatio...	763
Osama Mohammed Ab...	Section Head - Talent ...	725

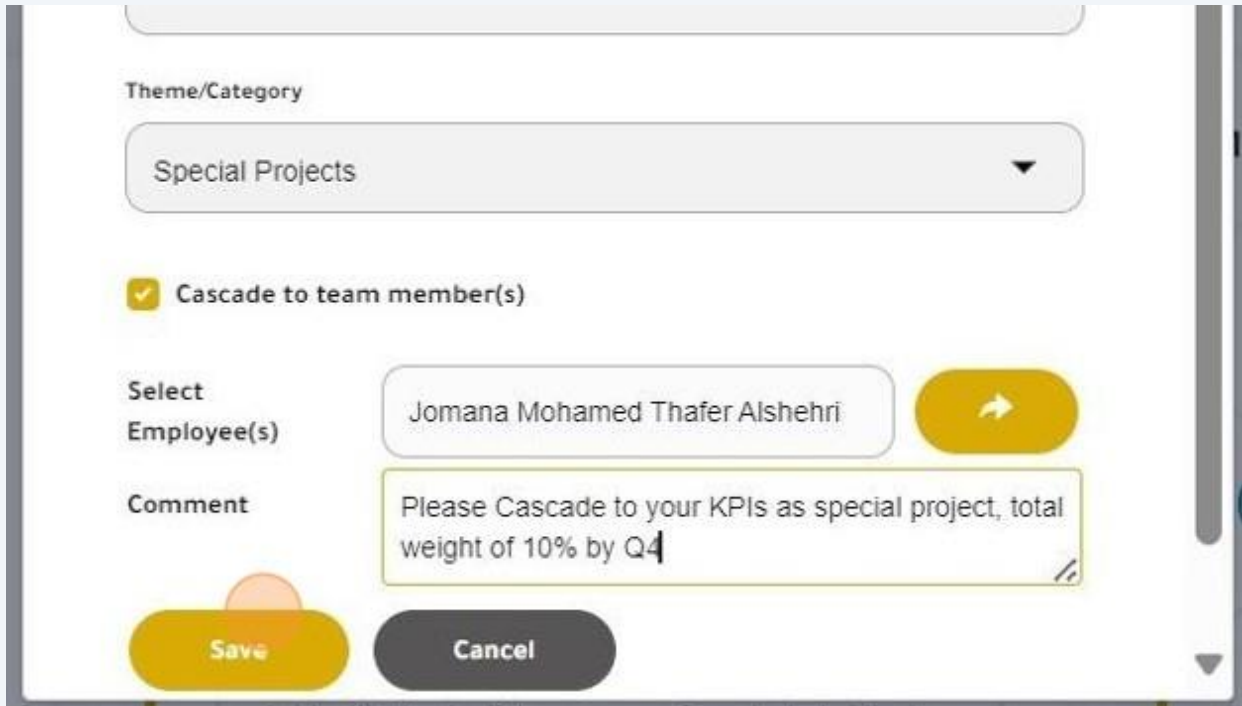
Select Employee(s)

Comment

Save Cancel

15

An Example for further illustration:
Please add xx measure as a special project with 10% weight due in September.
then "Save"




The screenshot shows a mobile application interface for adding a special project. The form includes the following elements:

- Theme/Category:** A dropdown menu with "Special Projects" selected.
- Cascade to team member(s):** A checked checkbox.
- Select Employee(s):** A text input field containing "Jomana Mohamed Thafer Alshehri" and a yellow arrow button.
- Comment:** A text area containing "Please Cascade to your KPIs as special project, total weight of 10% by Q4".
- Buttons:** A yellow "Save" button and a grey "Cancel" button.

16

An example of a cascaded objective from the Line Manager.



The screenshot shows a mobile application interface for adding a cascaded objective. The form includes the following elements:

- Add Objective:** The title of the form with a close button (X).
- Cascaded Objectives:** A dropdown menu with "Workload Analysis" selected and highlighted in blue. Below it is a text input field with "Enter Objective".
- Due Date:** A dropdown menu with "Objective Due Date" selected.
- Weight:** A text input field.

- 17 Once clicking on the objective, Line manager's comments will be shown.

Cascaded Objectives

Workload Analysis

Manager comment:
Please add objective as a special project. by end of Q3. total weight is 10%.

Objective

Enter Objective

Manager's selected target date: October

Due Date

Objective Due Date

- 18 Enter the objective and Select the Due Date

Objective

Enter Objective

Manager's selected target date: October

Due Date

Objective Due Date

Weight

0.00

Theme/Category

19 Enter the Wight

Manager's selected target date: October

Due Date

Objective Due Date

Weight

0.00

Theme/Category

Save

Cancel

20 Select the " Theme/Category"

Objective

Enter Objective

Manager's selected target date: October

Due Date

Objective Due Date

Weight

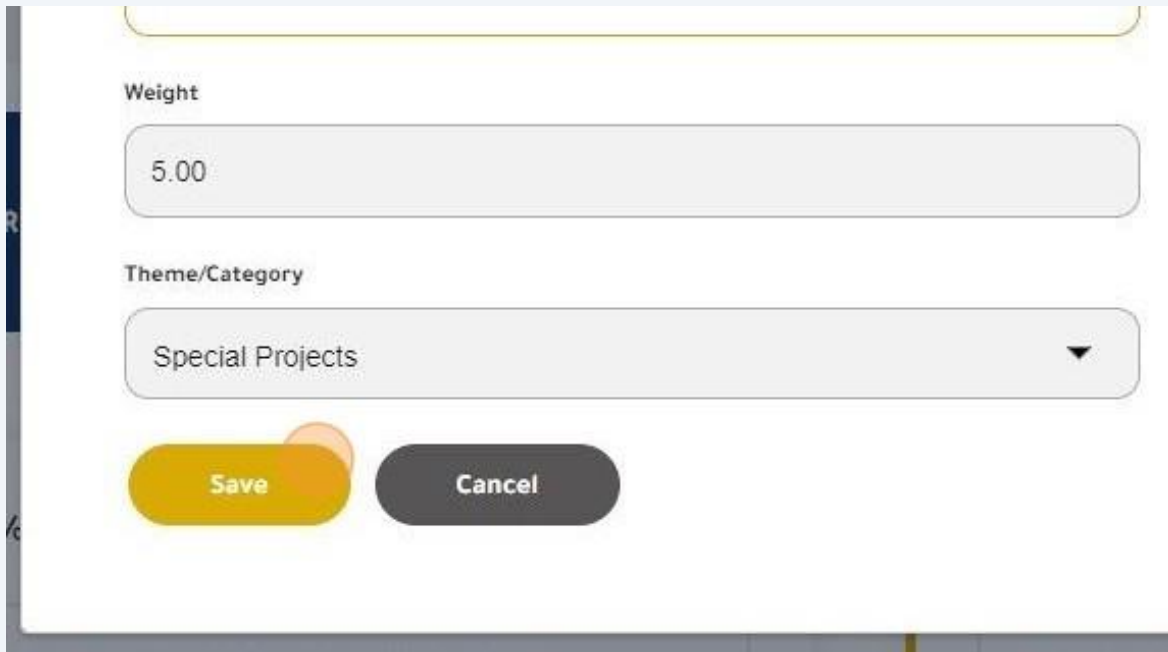
5.00

Theme/Category

Business as Usual

Special Projects

21 Save



Weight

5.00

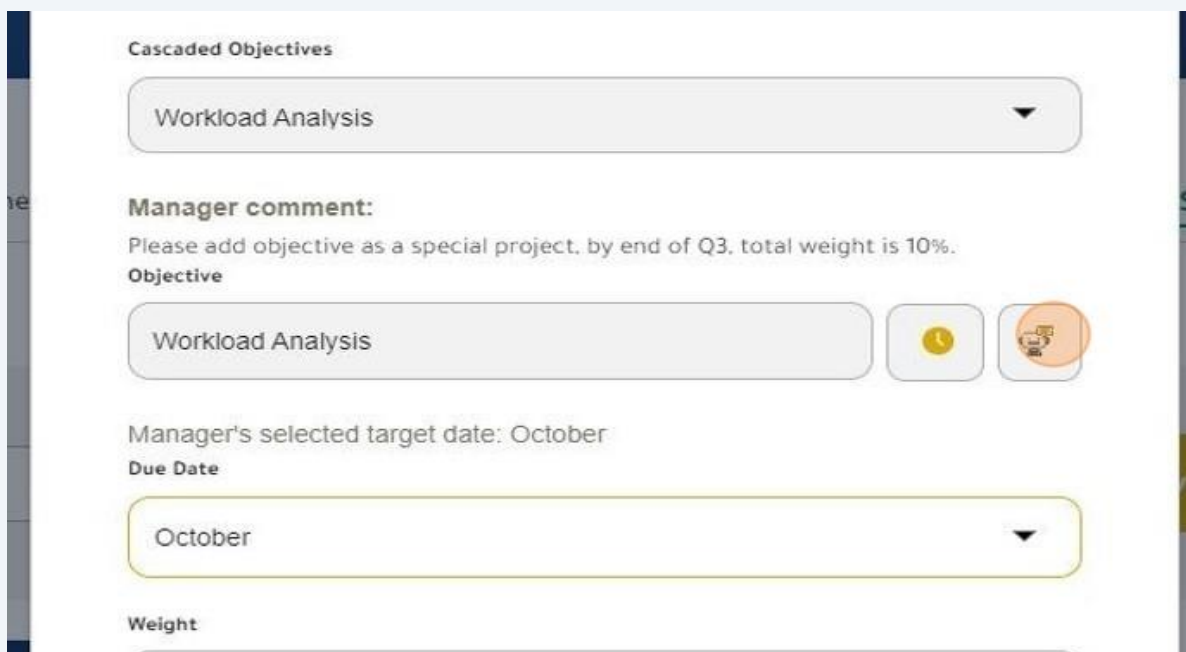
Theme/Category

Special Projects

Save Cancel

22

Click on the AI tool to select the measures (This AI tool is used for adding the mandatory success measure. you may set your success measure manually after saving your objective). Please note that your plan will not be submitted unless you added a success measure to all of your objectives.



Cascaded Objectives

Workload Analysis

Manager comment:

Please add objective as a special project. by end of Q3. total weight is 10%.

Objective

Workload Analysis

Manager's selected target date: October

Due Date

October

Weight

23 Select the measures.

AI improvement x

Workload Analysis Efficiency

Use Objective

Measures	Description	Select
Average Workload per Employee	This measure calculates the average workload handled by each employee within a specific time frame. It helps to identify the workload distribution and helps in resource allocation.	<input checked="" type="checkbox"/>
Workload Distribution by Department	This measure analyzes the distribution of workload across different departments and teams. It helps to identify the departments that are overloaded or underutilized and helps in balancing the workload.	<input type="checkbox"/>
Workload Completion Rate	This measure calculates the percentage of workload completed within the given time frame. It helps to identify the efficiency of the workforce and helps in improving the time management skills of the employees.	<input type="checkbox"/>

24 Add selected

Workload Completion Rate	This measure calculates the percentage of workload completed within the given time frame. It helps to identify the efficiency of the workforce and helps in improving the time management skills of the employees.	<input type="checkbox"/>
Workload Forecasting Accuracy	This measure analyzes the accuracy of the workload forecasting process. It helps to identify the gaps between the forecast and actual workload and helps in improving the forecasting process.	<input type="checkbox"/>
Workload Productivity	This measure calculates the productivity of the workforce based on the workload handled within a specific time frame. It helps to identify the high-performing employees and helps in setting performance goals for the team.	<input type="checkbox"/>

Add Selected **Cancel**

25 OK

Information ×

1 measures been added

OK

26

Save

Manager's selected target date: October

Due Date

October

Weight

5.00

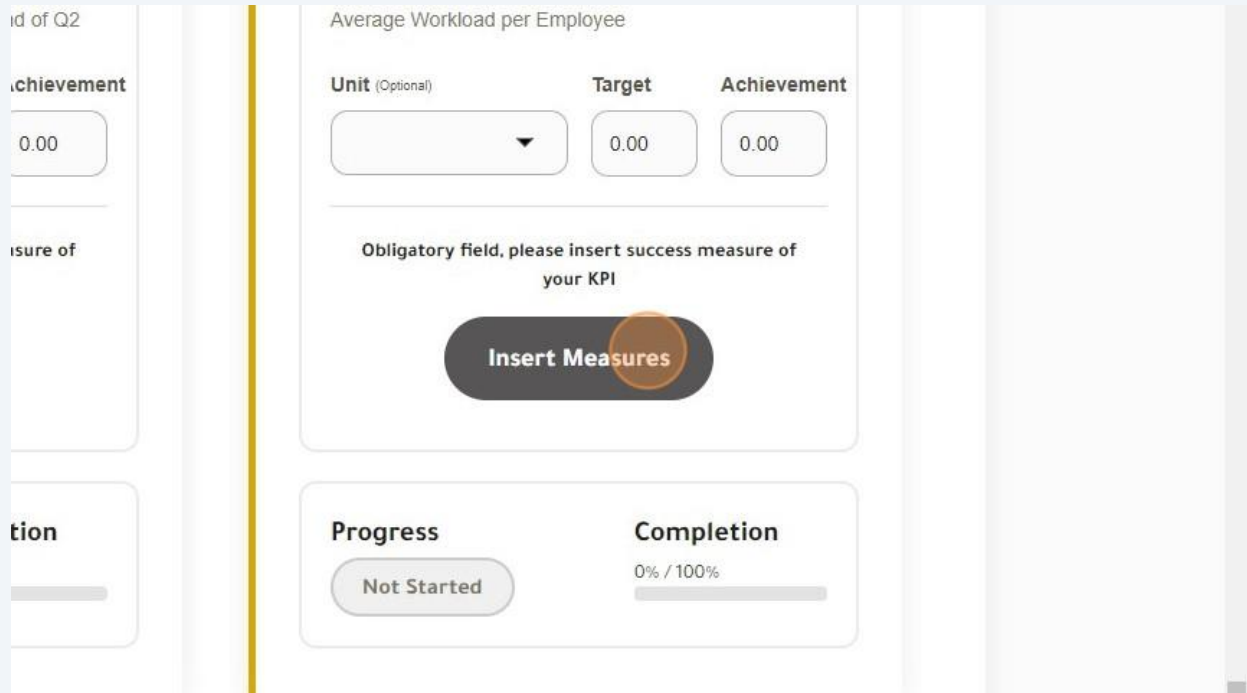
Theme/Category

Special Projects

Save

Cancel

27 To set your measure manually or to view your selected measure please click here after saving your objective.



id of Q2

Achievement: 0.00

Measure of: Average Workload per Employee

Unit (Optional): [Dropdown]

Target: 0.00

Achievement: 0.00

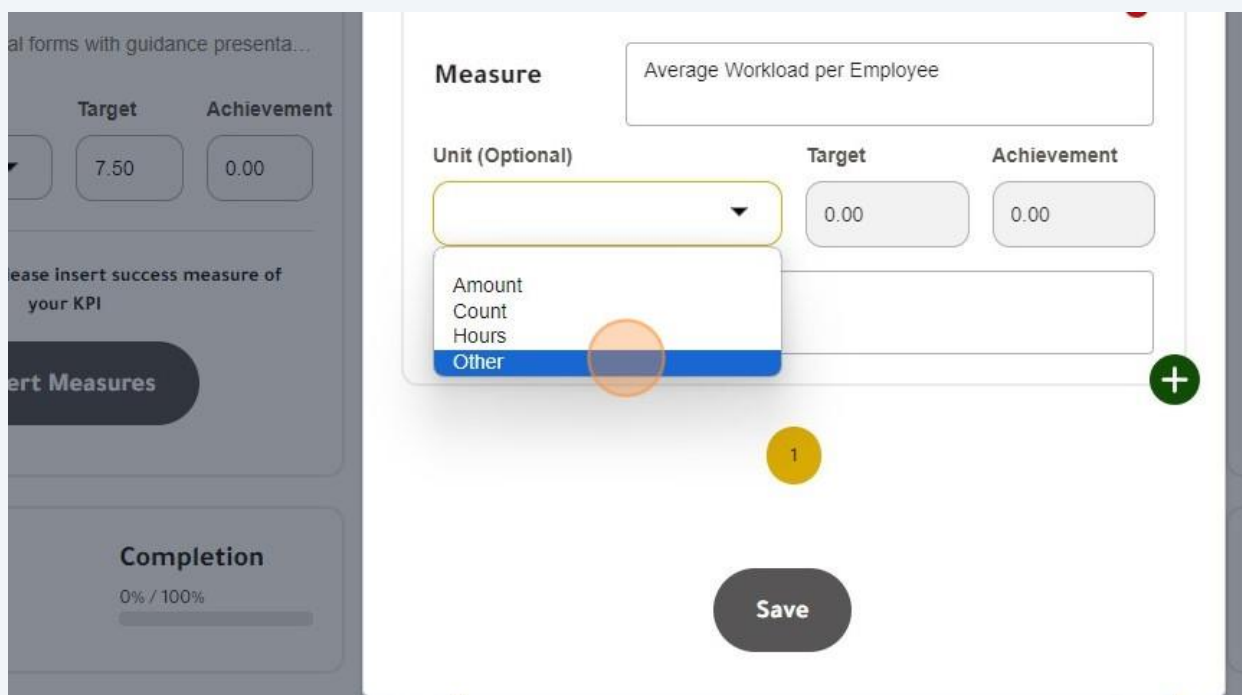
Obligatory field, please insert success measure of your KPI

Insert Measures

Progress: Not Started

Completion: 0% / 100%

28 Please identify your measurement unit



al forms with guidance presenta...

Target: 7.50

Achievement: 0.00

please insert success measure of your KPI

Insert Measures

Measure: Average Workload per Employee

Unit (Optional): [Dropdown]

Target: 0.00

Achievement: 0.00

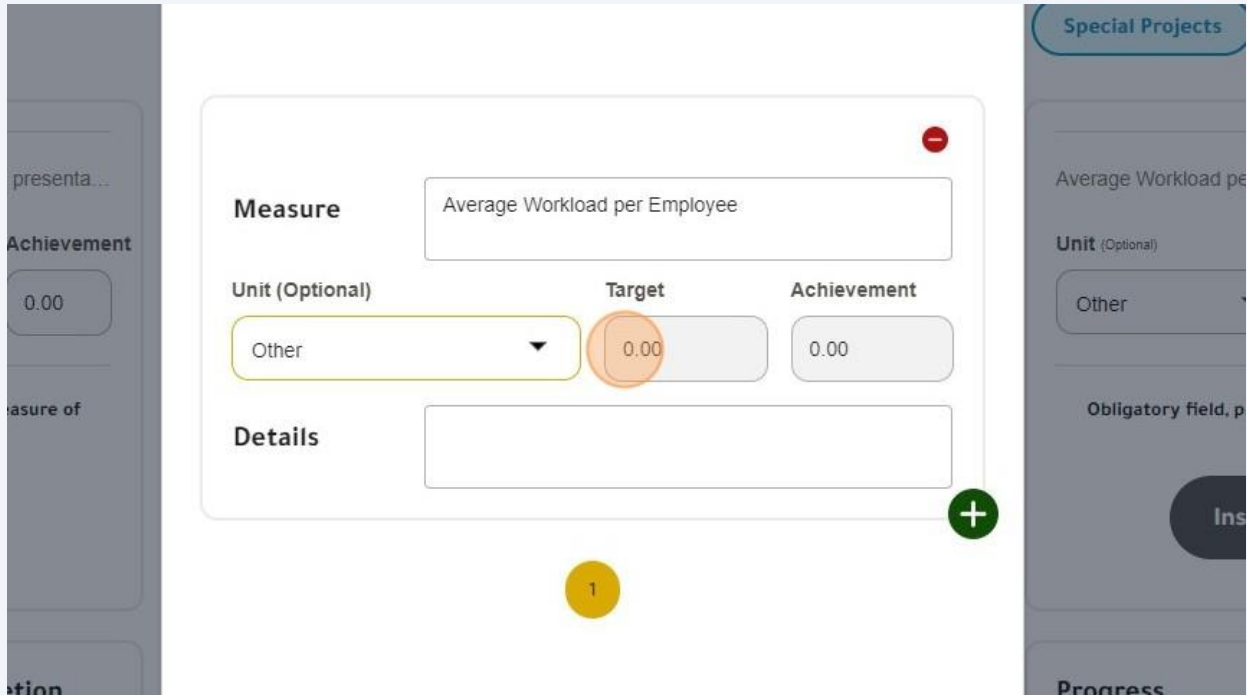
- Amount
- Count
- Hours
- Other**

1

Save

Completion: 0% / 100%

29 Please insert your target weight



Special Projects

Measure Average Workload per Employee

Achievement 0.00

Unit (Optional) Other

Target 0.00

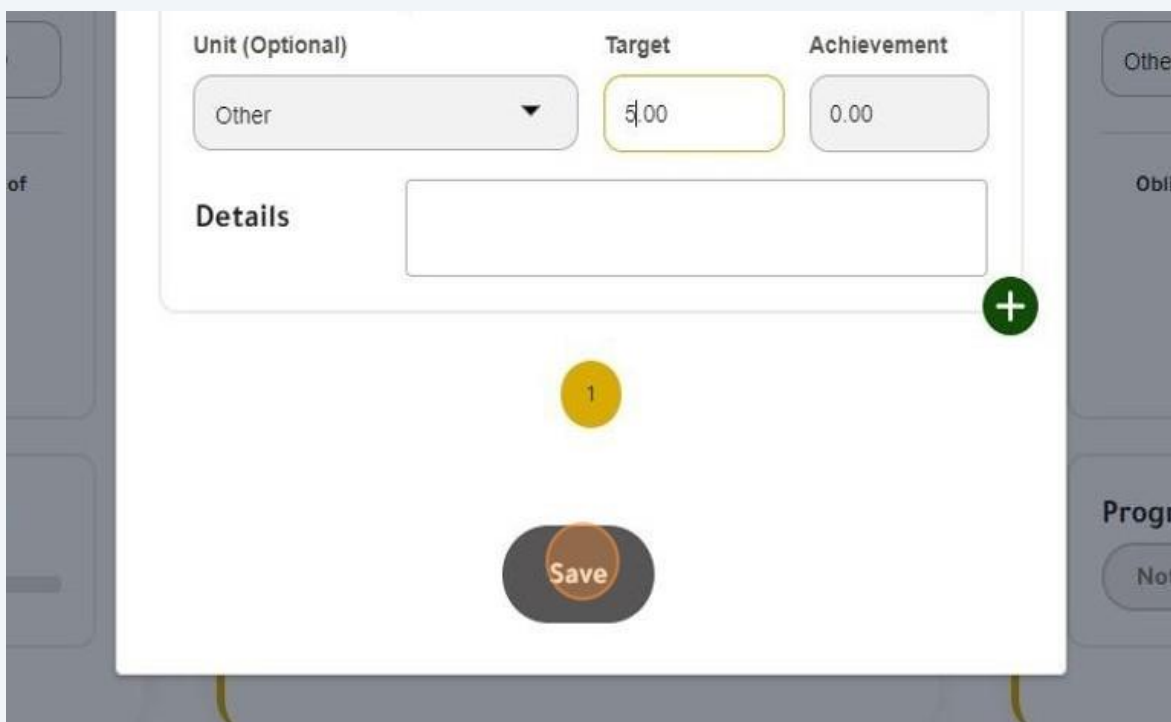
Achievement 0.00

Details

1

Progress

30 Please insert your current achievement from the target then "Save."



Unit (Optional) Other

Target 5.00

Achievement 0.00

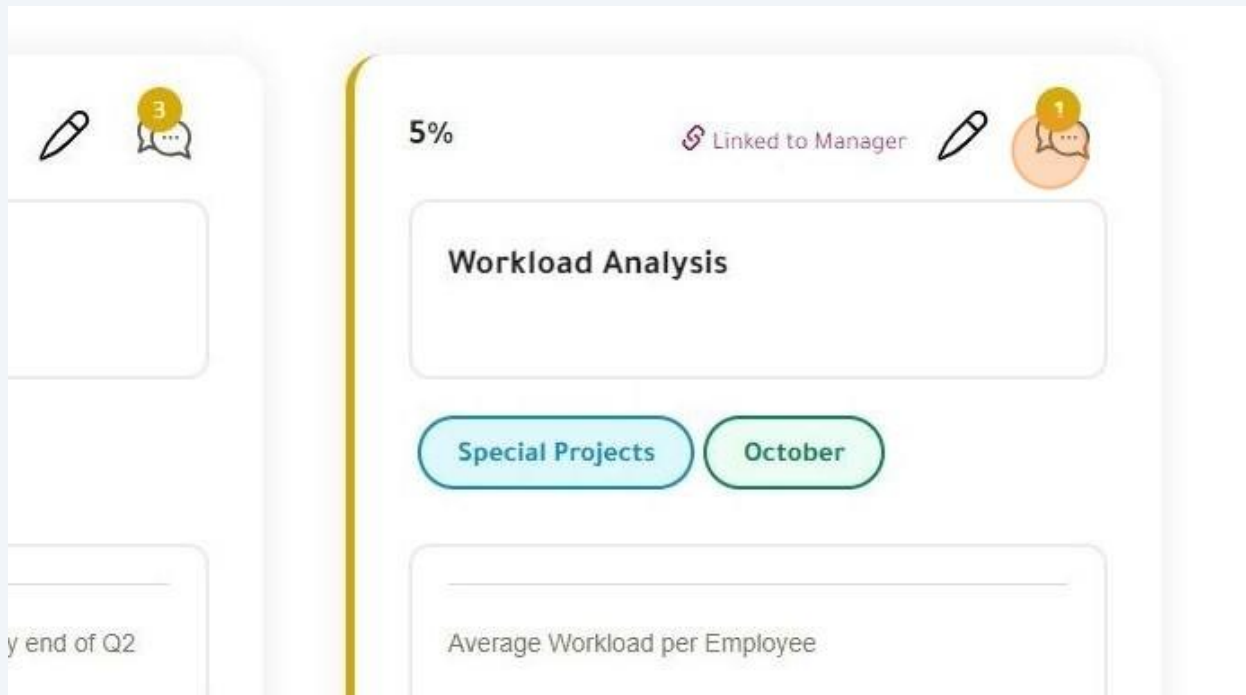
Details

1

Save

Progress

31 This note will be show on the cascaded objectives only.



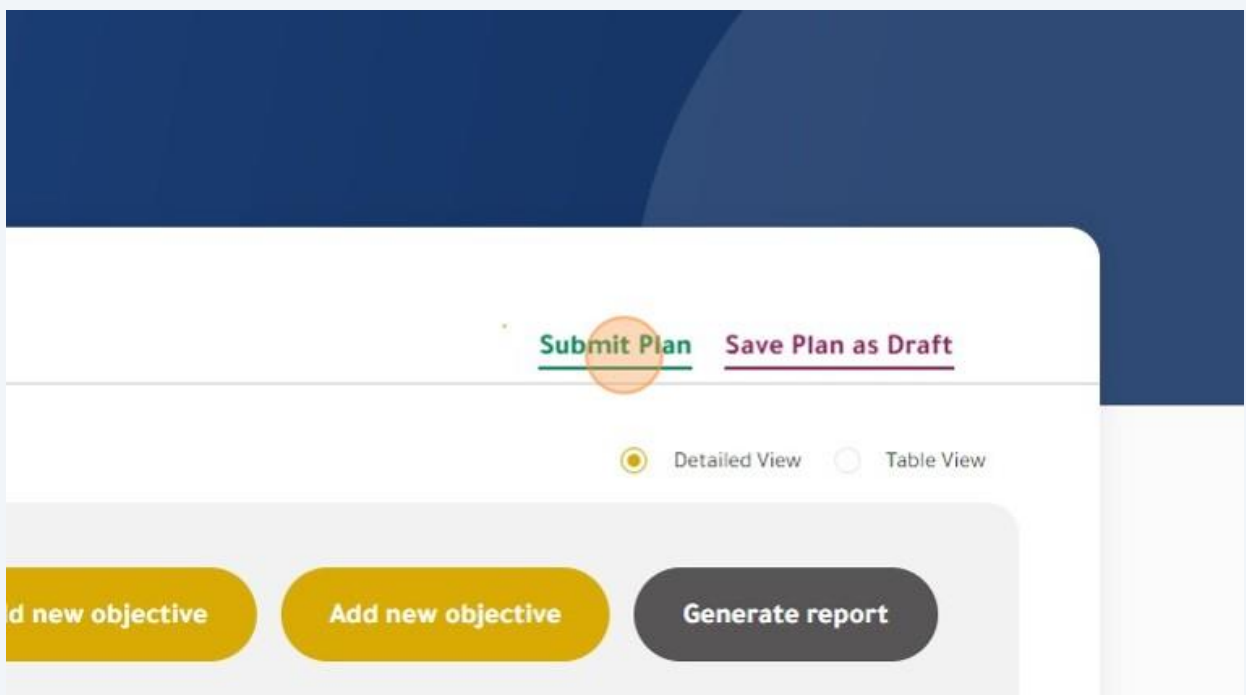
5% Linked to Manager

Workload Analysis

Special Projects October

Average Workload per Employee

32 After finalizing your plan and setting your success measures, please submit your plan to the Line manager.

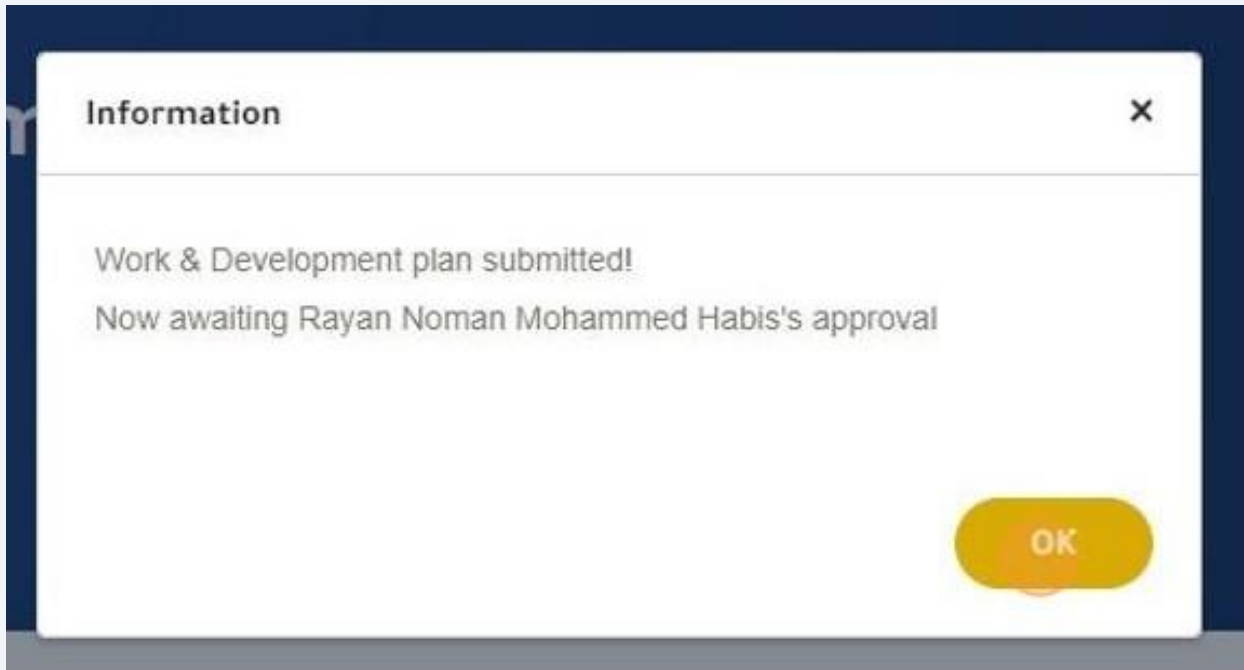


Submit Plan Save Plan as Draft

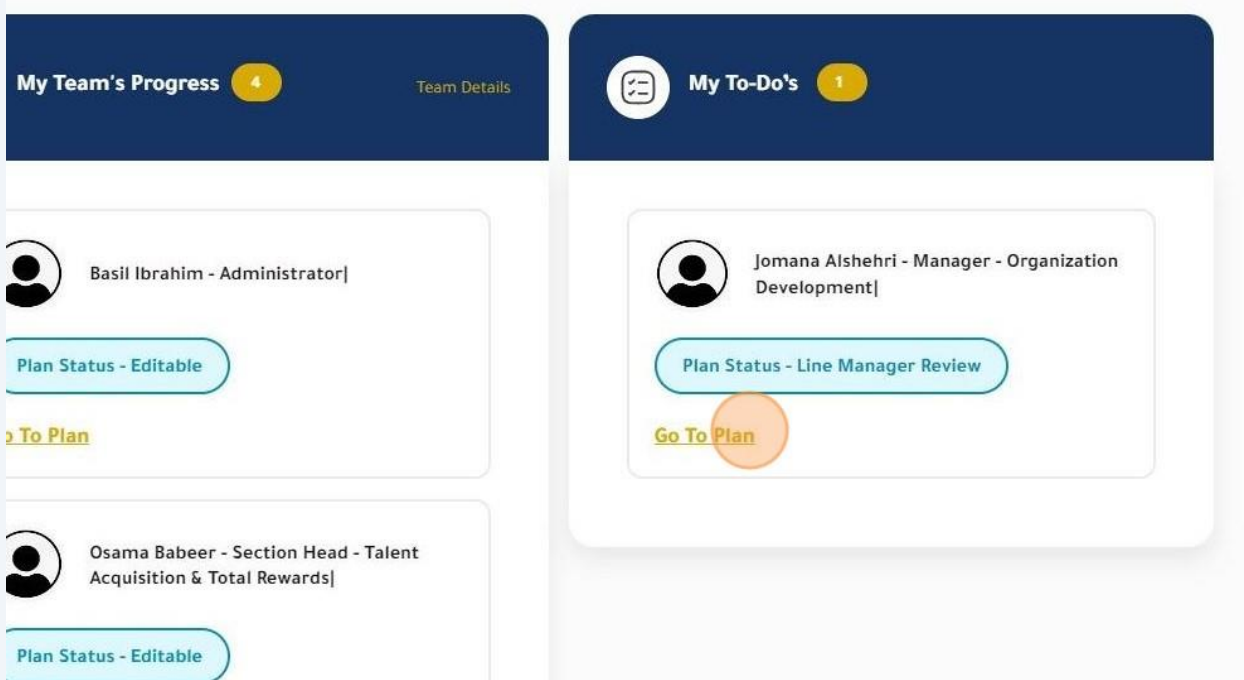
Detailed View Table View

Add new objective Add new objective Generate report

33 Ok

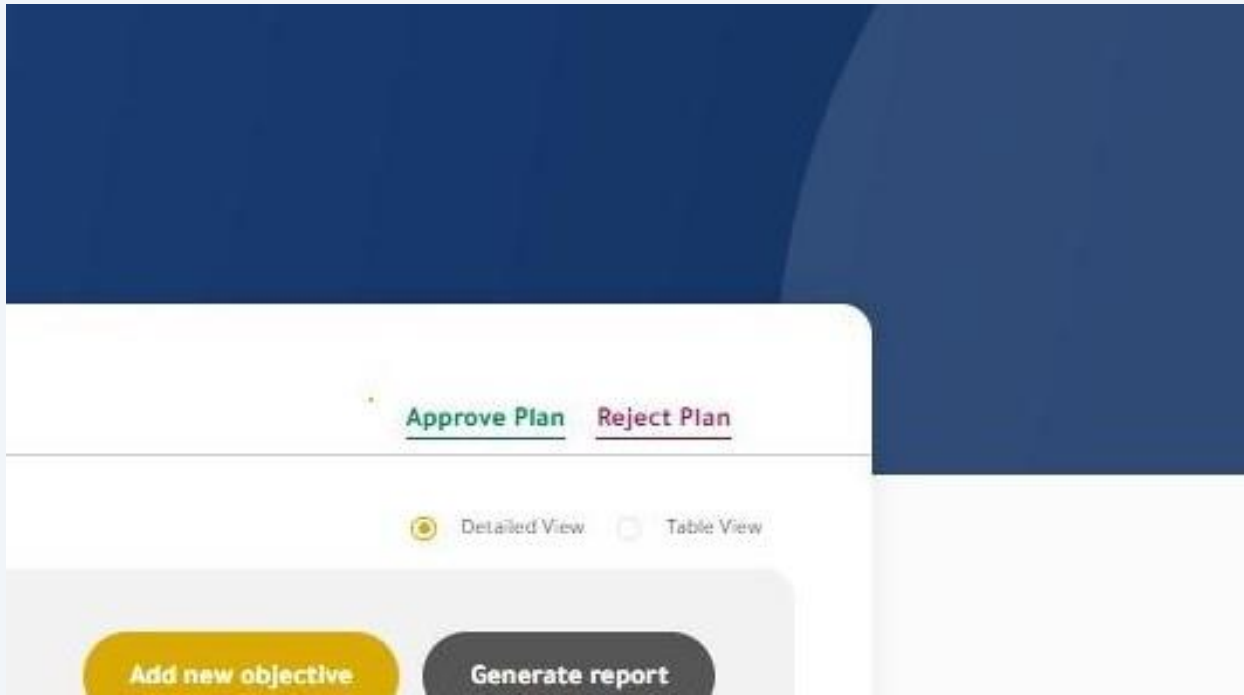


34 Line Managers only, you'll find all of your team members' submitted plans in the "my to do's" for further review and approval.



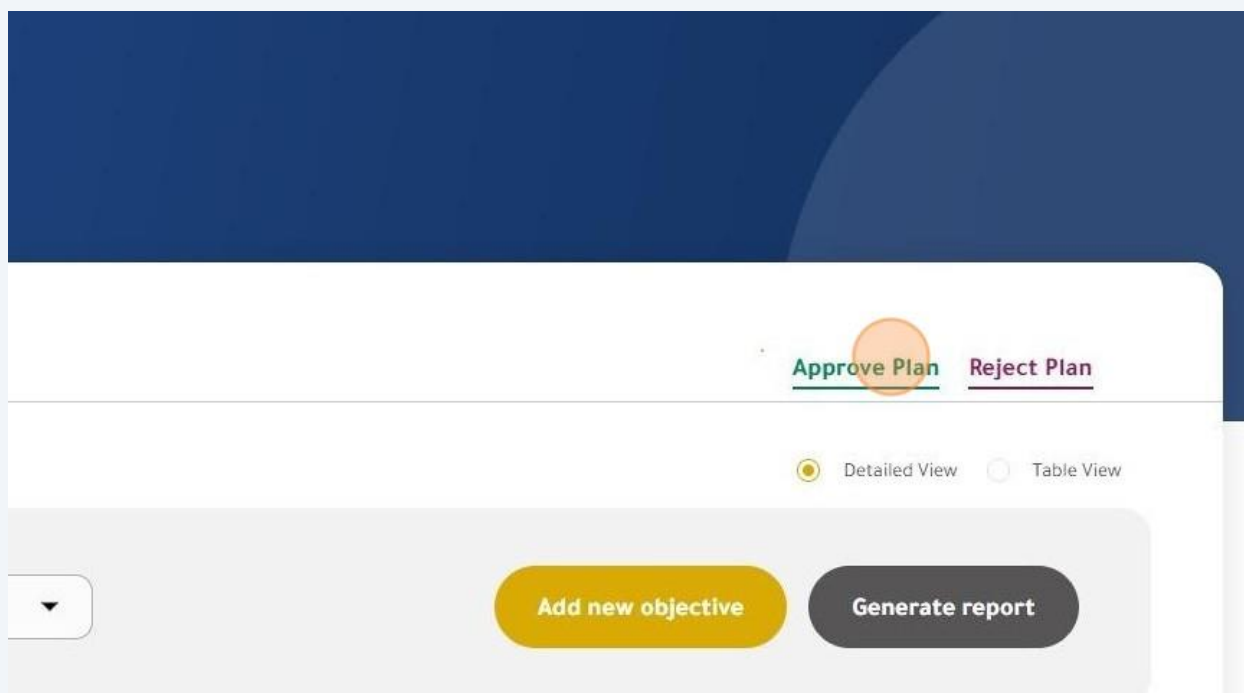
35

In case of rejecting the plan, you'll find a comment box to explain the reason of rejection with amendment suggestions and it shall return back to the employee.



36

Approve Plan



37

Add Comment for Approval and Click on Submit (Once the plan is approved, it will travel to the HR final review and approval).

Status change to: **HR Review**

Rayan Noman Mohammed Habis 04/03/2024 11:29

Comment (Optional)

Best of Luck!

Submit **Cancel**

