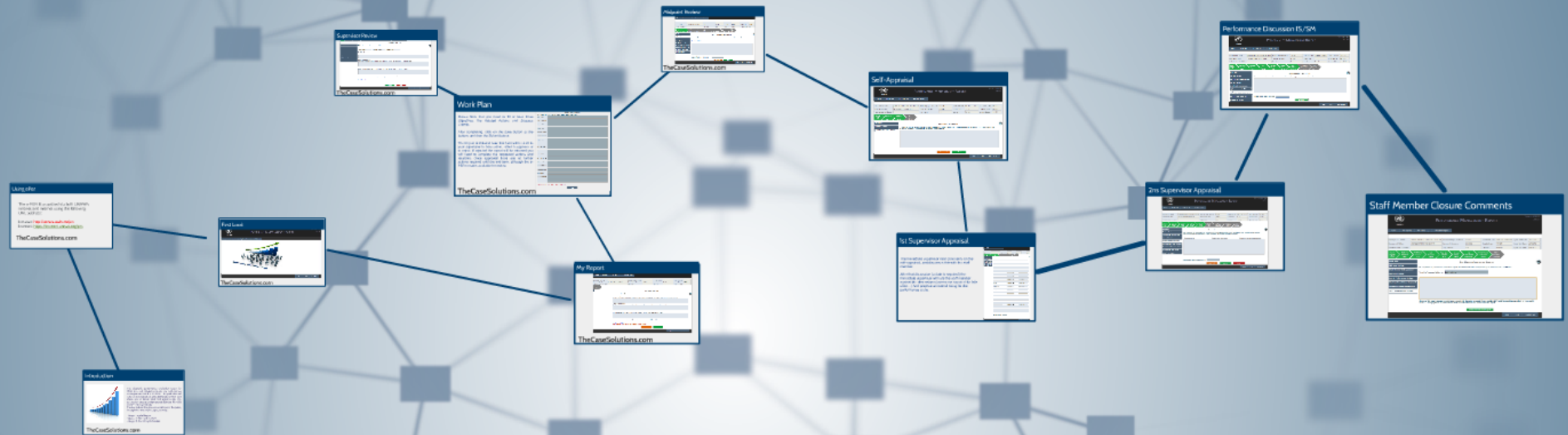
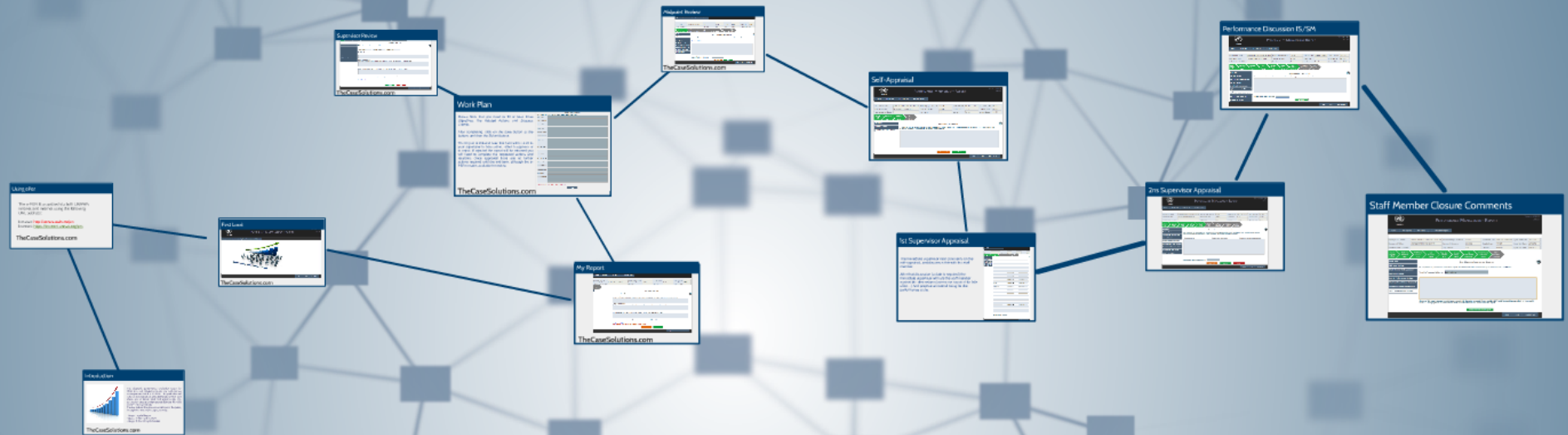


TheCaseSolutions.com



Moser Baer and OM&T - Choosing a Strategic Partnership Mode

TheCaseSolutions.com



Moser Baer and OM&T - Choosing a Strategic Partnership Mode

Introduction



The electronic performance evaluation report (e-PER) is a tool created to record the performance management of staff in UNRWA. This particular tool is to be used by senior area staff grade sixteen and above and all international staff Agency-wide. The policies for area and international staff are PD A/23 and I/112.6 respectively.

The tool follows the process as defined in the policy through the three main stages, namely:

- Stage I: Cycle Begins
- Stage II: Mid-Point Review
- Stage III: End of Cycle Review

TheCaseSolutions.com

Using ePer

The e-PER is accessed via both UNRWA intranet and internet using the following URL address:

Intranet: <http://unrwa-web-09/pm>

Internet: <https://intranet.unrwa.org/pm>

TheCaseSolutions.com

First Look



TheCaseSolutions.com

My Report

Home	MY Report	My Tasks (0)	My Staff Report
------	-----------	--------------	-----------------

Employee Full Name:	MANAL MAHMOUD AHIS ZAID ELKILANI	Index/Employee Number:	QZ1924	Functional Title:	SNR FNCT EXPERT	Cycle Start Date:	Jan-2013
Department/Office:	ASD/ISD/APPLICATIONS SCTN	Entry on Duty date:	Jul-2003	Grade/Step:	17 / 04	Cycle Mid Date:	Jun-2013
Probation Start-End date:		Duty Station:	HQA	Gender:	Female	Cycle End Date:	Nov-2013

Report Initiated (SM)

Work Plan

STAFF MEMBER WORK PLAN

This section is for staff member to complete

Staff development:
Describe at least one learning activity to be carried out in the performance period to develop skills and competencies for current and future functions.

Career development:
Describe your future career aspirations indicating previously acquired skills and competencies as well as development needs.

UNRWA post interests:
Indicate the next post you would like in UNRWA should the opportunity arise (incl. title, grade, field/HQ, time frame).

I have received my section's work plan from my supervisor : ☒ Yes ☐ No

[Work Plan Objectives](#)
Note: Please fill Work Plan objectives before click on submit.

Save Draft Submit

Help FAQ Contact us

TheCaseSolutions.com

Work Plan

Please Note that you need to fill at least three Objectives, the Related Actions and Success Criteria.

After completing, click on the save button at the bottom, and then the Submit button.

The Report is initiated now; this form will be sent to your supervisor to take action, either to approve or to reject. If rejected the report will be returned you will need to complete the requested actions and resubmit. Once approved there are no further actions required until the mid-term, although the e-PER remains available for review.

TheCaseSolutions.com

STAFF MEMBER'S WORK PLAN

Please indicate major goals, key related actions and success criteria.

Objective 1:	
Related Actions:	
Success Criteria:	
Objective 2:	
Related Actions:	
Success Criteria:	
Objective 3:	
Related Actions:	
Success Criteria:	
Objective 4:	
Related Actions:	
Success Criteria:	
Objective 5:	
Related Actions:	
Success Criteria:	
Objective 6:	
Related Actions:	
Success Criteria:	

Note: A minimum of three objectives is required.

Save

Supervisor Review

Work Plan	STAFF MEMBER WORK PLAN		
Mid-term Review	This section is for staff member to complete		
Staff Member Self-Appraisal	Immediate Supervisor	Second Supervisor	HQ Dept. Head
Year-end Review	DA'AS, Mustafa	KATKHUDA, Suhail	UUSIKYLA, Heli
Overall Performance Rating	Staff development: Describe at least one learning activity to be carried out in the performance period to develop skills and competencies for current and future functions.		
HQ Department Head Comment			
Performance Discussion IS/SM	Career development: Describe your future career aspirations indicating previously acquired skills and competencies as well as development needs.		
Staff Member Close Report			
View / Print Report	UNRWA post interests: Indicate the next post you would like in UNRWA should the opportunity arise (incl. title, grade, field/HQ, time frame).		
	I have received my section's work plan from my supervisor : ☒ Yes ☐ No		
	Work Plan Objectives		
	Approve Return		
	Help FAQ Contact us		

TheCaseSolutions.com

Midpoint Review

[Home](#) [MY Report](#) [My Tasks \(0\)](#) [My Staff Report](#)

Employee Full Name:

Index/Employee Number:

Functional Title:

Cycle Start Date:

Department/Office:

Entry on Duty date:

Grade/Step:

Cycle Mid Date:

Probation Start-End date:

Duty Station:

Gender:

Cycle End Date:

Report Initiated (SM)

Work Plan Approval By IS

Mid-Point Review by IS

Self Appraisal by SM

Year-End Review by IS

Overall Rating by SS

HQ Dept. Head Comments

Performance Discussion IS/SM

Staff Member Closure

Work Plan

Mid-term Review

Staff Member Self-Appraisal

Year-end-Review

Overall Performance Rating

HQ Department Head Comment

Performance Discussion IS/SM

Staff Member Close Report

View / Print Report

MID-POINT REVIEW BY IMMEDIATE SUPERVISOR

This section for performance discussion between the staff member and the immediate supervisor, during this discussion, goals and objectives set at the beginning of the reporting period should be confirmed or adjusted. The immediate supervisor has an opportunity to give performance feedback and address any performance related issues if required.

[Work Plan Objectives](#)

Performance discussion completed and any changes to the work-plan agreed with the staff member on:

Save Draft

Submit

Help

FAQ

Contact us

TheCaseSolutions.com