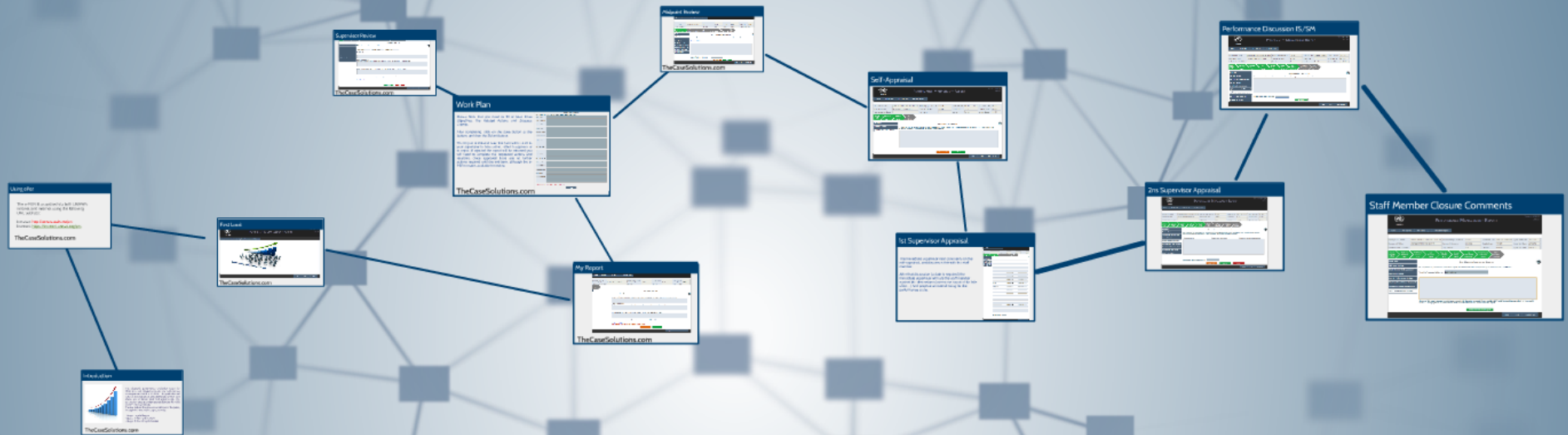
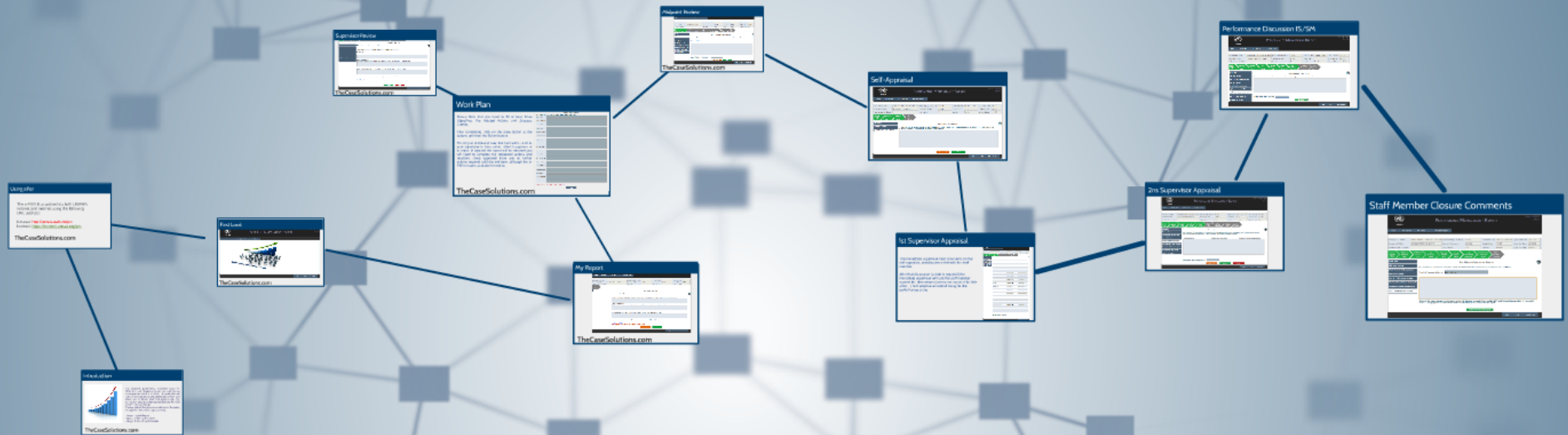


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La Boulange: Exiting to a Large Strategic Buyer (B)

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La Boulange: Exiting to a Large Strategic Buyer (B)

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

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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>

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First Look

The screenshot displays the UNRWA Performance Management Report web application. At the top left is the UNRWA logo, and the main title "PERFORMANCE MANAGEMENT REPORT" is centered. A navigation menu includes "Home", "MY Report", "My Tasks (0)", and "My Staff Report". The main content area features a 3D graphic of a bar chart with an upward-pointing green arrow, surrounded by small human figures, with the text "Performance Management System" below it. A footer contains "Help", "About", and "Contact us" links.

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My Report

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

| | | | | | | | |
|---------------------------|---------------------------------|------------------------|----------|-------------------|-----------------|-------------------|----------|
| Employee Full Name: | MANAL MAHMOUD AHIS ZAID ELKLANI | Index/Employee Number: | 0Z1924 | 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.

[Help](#) [FAQ](#) [Contact us](#)

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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.

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

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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 | |
| Staff Member Close Report | Career development: Describe your future career aspirations indicating previously acquired skills and competencies as well as development needs. |
| 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 : <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | Work Plan Objectives |
| | Approve Return |
| | Help FAQ Contact us |

Midpoint Review

Home MY Report My Tasks (0) My Staff Report

| | | | | | | | |
|---------------------------|----------------------------------|------------------------|----------|-------------------|-----------------|-------------------|----------|
| Employee Full Name: | MANAL MAHMOUD ANIS ZAID ELKILANI | Index/Employee Number: | OZ1924 | 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 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-POINT REVIEW BY IMMEDIATE SUPERVISOR**

Mid-term Review 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.

Staff Member Self-Appraisal [Work Plan Objectives](#)

Year-end-Review

Overall Performance Rating

HQ Department Head Comment

Performance Discussion IS/SM

Staff Member Close Report

View / Print Report

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

Help FAQ Contact us

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