



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO: 01

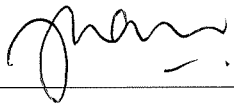
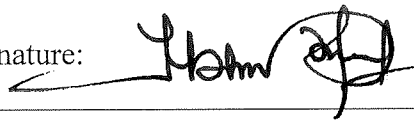
PROCESSING ANNUAL PERFORMANCE
APPRAISAL REPORT (APAR) SUBMISSION
FOR IIUM STAFF


EFFECTIVE DATE:
1/1/2020

DOCUMENT NO: IIUM/MSD/19

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PROCESSING ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) SUBMISSION FOR IIUM STAFF

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Juaini Zana Bt. Mohamed Ramly	Name: Dato' Abdul Rahim Ahmad
Position: Assistant Director Performance Management Unit Management Services Division	Position: Executive Director Management Services Division
Date:	Date:

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1.	<p>OBJECTIVE</p> <p>To ensure good and systematic conduct on APAR submission for all staff.</p>																										
2.	<p>SCOPE</p> <p>This procedure is implemented by the Performance Management Unit, Management Services Division of IIUM.</p>																										
3.	<p>ABBREVIATION/DEFINITION</p> <table border="1"> <tr> <td>APAR</td> <td>: Annual Performance Appraisal Report</td> </tr> <tr> <td>HOD</td> <td>: Head of Department</td> </tr> <tr> <td>II</td> <td>: Ihsan Indicators</td> </tr> <tr> <td>MSD</td> <td>: Management Services Division</td> </tr> <tr> <td>PMU</td> <td>: Performance Management Unit</td> </tr> <tr> <td>K/C/D/I/O</td> <td>: Kulliyah/Centre/Division/Institute/Office</td> </tr> <tr> <td>AA</td> <td>: Administrative Assistant</td> </tr> <tr> <td>EO</td> <td>: Executive Officer</td> </tr> <tr> <td>AD</td> <td>: Assistant Director</td> </tr> <tr> <td>ACADEMIC ADMINISTRATOR</td> <td>: IIUM Academic Staff holding Administrative Position at Kulliyah/Centre/Division/Institute/Office</td> </tr> <tr> <td>STAFF</td> <td>: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff</td> </tr> <tr> <td>FIRST ASSESSOR</td> <td>: Immediate evaluating officer</td> </tr> <tr> <td>SECOND ASSESSOR</td> <td>: Evaluating officer of the first assessor. If there is only one level of supervision, then the assessment can be made by the first evaluating officer only</td> </tr> </table>	APAR	: Annual Performance Appraisal Report	HOD	: Head of Department	II	: Ihsan Indicators	MSD	: Management Services Division	PMU	: Performance Management Unit	K/C/D/I/O	: Kulliyah/Centre/Division/Institute/Office	AA	: Administrative Assistant	EO	: Executive Officer	AD	: Assistant Director	ACADEMIC ADMINISTRATOR	: IIUM Academic Staff holding Administrative Position at Kulliyah/Centre/Division/Institute/Office	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff	FIRST ASSESSOR	: Immediate evaluating officer	SECOND ASSESSOR	: Evaluating officer of the first assessor. If there is only one level of supervision, then the assessment can be made by the first evaluating officer only
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4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
PMU	<p>4.1 Opening of Annual Performance Appraisal Report (APAR) session</p> <p>4.1.1 MSD open Annual Performance Appraisal Report (APAR) session for IIUM staff and announce the opening in IIUM Announcement.</p>
Staff	<p>4.2 Completion of Annual Performance Appraisal Report (APAR) for Administrative and Technical Staff / Academic Fellow / Research Fellow and Clinical Nursing Instructor</p> <p>4.2.1 Staff to submit assessment to the first assessor on their achievement along the year through APAR online. Staff need to evaluate themselves in the assessment.</p>
First Assessor	<p>4.2.2 First assessor to assess subordinate's APAR and return the assessment to the staff for their feedback.</p> <p>4.2.3 Staff to review marks given by first assessor and submit their feedback. Staff may choose to agree, partially agree or not agree.</p> <p>4.2.4 If the staff did not state agreement to the assessment after three (3) days of the first assessment, the marks of the first assessor will be routed to the second assessor.</p>
Second Assessor	<p>4.2.7 Second assessor to assess subordinate's APAR and submit the assessment accordingly.</p> <p>4.2.8 Appraisal will be submitted to MSD once second assessor submit their assessment.</p>
AA, PMU	<p>4.2.9 During the submission period, PMU will send reminder email to the staff to complete APAR within the stipulated time given.</p>



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RESPONSIBILITY	DETAILED PROCEDURES
	<p>4.2.10 Once the session closed, PMU will consider submission status of Pending Staff Feedback, Submitted to second Assessor and Submitted to MSD as completed APAR.</p> <p>4.2.11 PMU will send APAR report to the relevant unit for their further action.</p>
<p>Staff</p> <p>HOD</p> <p>PMU</p> <p>Academic Administrator</p>	<p>4.3 Completion of Annual Performance Appraisal Report (APAR) for Academic and Academic Administrator</p> <p>Academic staff and Academic Administrator (Academic form)</p> <p>4.3.1 Staff key in / update their achievement along the year during the APAR session and click on the save button each time the updating process is done.</p> <p>4.3.2 Assessor to view the subordinate's updated achievement and discuss for any improvement.</p> <p>4.3.3 Staff may continuously update their achievement in the achievement form, along the year.</p> <p>4.3.4 The system will auto calculate the marks for the purpose of APAR (academic form).</p> <p>4.3.5 Once the session closed, PMU will consider submission status of Submitted as completed APAR.</p> <p>4.3.6 PMU will send APAR report to the relevant unit for their further action.</p> <p>Academic Administrator (Administrative form)</p> <p>4.3.7 Staff key in administrative Annual Work Target (AWT) in APAR Online or copy from previous year if the staff is holding the same administrative position and make changes if necessary.</p> <p>4.3.8 Staff to submit the annual work target for assessor's approval.</p>



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RESPONSIBILITY	DETAILED PROCEDURES
HOD	4.3.9 Assessor to approve or reject subordinate's AWT. 4.4 If the AWT is rejected, staff need to amend and resubmit AWT to the assessor.
PMU	4.4.1 Once the session closed, PMU will do auto approve for all the submitted annual work target.

5. QUALITY RECORDS

No.	Quality Record
1.	Staff II / AWT Records
2.	Staff APAR Records

6. LINK TO APAR ONLINE:

6.1 Link for Academic and Academic Administrator : <https://hrservice.iium.edu.my/apariium/>

6.2 Link for Administrative and Technical staff / Academic Fellow / Research Fellow and Clinical Nursing Instructor : <http://hrservice.iium.edu.my/apar/logon.jsp>