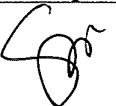



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PROCEDURE FOR SUBMISSION OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) AND IHSAN INDICATOR (II)

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Noor Syafiqah Binti Habdul Latif	Name: Fazidah Binti Bakhtiar
Position: Assistant Director HR Assessment and Data Record Management Unit Management Services Division	Position: Executive Director Management Services Division
Date: 18 th August 2023	Date: 18/8/2023


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1.	OBJECTIVE To ensure good and systematic conduct on Annual Performance Appraisal Report (APAR) and Ihsan Indicator (II) submissions.																						
2.	SCOPE This procedure is implemented by all Academic, and Administrative and Technical staff.																						
3.	ABBREVIATION/DEFINITION <table border="1"> <tr> <td>APAR</td><td>: Annual Performance Appraisal Report</td></tr> <tr> <td>II</td><td>: Ihsan Indicators</td></tr> <tr> <td>MSD</td><td>: Management Services Division</td></tr> <tr> <td>HRADRMU</td><td>: HR Assessment and Data Record Management Unit</td></tr> <tr> <td>KCDIOM</td><td>: Kulliyyah/Centre/Division/Institute/Office/Mahallah</td></tr> <tr> <td>SAA</td><td>: Senior Administrative Assistant</td></tr> <tr> <td>AA</td><td>: Administrative Assistant</td></tr> <tr> <td>AD</td><td>: Assistant Director</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>ASSESSOR/ 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	II	: Ihsan Indicators	MSD	: Management Services Division	HRADRMU	: HR Assessment and Data Record Management Unit	KCDIOM	: Kulliyyah/Centre/Division/Institute/Office/Mahallah	SAA	: Senior Administrative Assistant	AA	: Administrative Assistant	AD	: Assistant Director	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff	ASSESSOR/ 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
AD/ SAA/ AA, HRADRMU	<p>4.1. Opening of Annual Performance Appraisal Report (APAR) session for Administrative and Technical Staff including Academic Fellow (AF), Research Fellow (RF) and Clinical Instructor (CNI) and Ihsan Indicator (II) for Academic Staff</p> <p>4.1.1. MSD opens session for online Annual Performance Appraisal Report (APAR) session for Administrative and Technical Staff including Academic Fellow (AF), Research Fellow (RF) and Clinical Instructor (CNI) and Ihsan Indicator (II) for Academic Staff.</p> <p>4.1.2. The opening of the sessions is announced via IIUM Announcement.</p> <p>4.1.3. During the submission period, HRADRMU will send reminder email to the staff to complete APAR/ II within the stipulated time given.</p>
<p>Staff: Administrative and Technical Staff including Academic Fellow (AF), Research Fellow (RF) and Clinical Instructor (CNI)</p> <p>First Assessor</p>	<p>4.2. Completion of Annual Performance Appraisal Report (APAR) session for Administrative and Technical Staff including Academic Fellow (AF), Research Fellow (RF) and Clinical Instructor (CNI)</p> <p>4.2.1. Staff evaluate their own performance in the APAR assessment and submit it to the first assessor on their achievement of the assessment year via APAR Online system.</p> <p>4.2.2. First assessor assesses subordinate's APAR and return the assessment to the staff for their feedback.</p> <p>4.2.3. Staff review marks given by first assessor and submit their feedback. Staff may choose to agree, partially agree or not agree.</p>

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RESPONSIBILITY	DETAILED PROCEDURES
Second Assessor	<p>4.2.4. Second assessor assess subordinate's APAR and submit the assessment accordingly.</p> <p>4.2.5. HRADRMU will send the APAR report to the relevant KCDIOM upon request.</p>
Staff: Academic Staff	<p>4.3. Completion of Ihsan Indicator (II) for Academic Staff</p> <p>4.3.1. Staff are required to check their achievement which has been integrated from the other IIUM system in the APAR Online system and key in/ update any unrecorded achievement of the assessment year.</p> <p>4.3.2. During the updating process of II online form is done, staff are required to click on "SAVE" button each time the updating process is done to consider the online form has been submitted. Staff may continuously update the online form once the session is opened with their achievement of the assessment year.</p>
Assessor	<p>4.3.3. Assessor to view the subordinate's updated achievement and discuss for any improvement if necessary.</p> <p>4.3.4. HRADRMU will send the APAR report to the relevant KCDIOM upon request.</p>

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5. LINK TO APAR/ II ONLINE:

- 5.1. Link for Ihsan Indicator (II): <https://hrservice.iium.edu.my/apariium/>
- 5.2. Link for Annual Performance Appraisal Report (APAR):
<http://hrservice.iium.edu.my/apar/logon.jsp>