

ACTION PLAN 2016-2017 Academic Year (ending in May 2017)

	Action	Person in charge	KPI definition	Acceptance and Target KPI	Milestones	Monitoring Tool	Evaluation Tool	Resources	Priority
1	Adjustment of the HR module to University current HR policies and processes	Director, HR Department	% of processes ready for use	100%	80%	Statistical review	Report	Contractor, IT and HR staff	1
2	Migration of existing data into new HR module	IT Department	% of data migrated	100%	95%	Statistical review	Number of errors and bugs	Contractor, IT and HR staff	1
3	New data input	HR staff	% of data to be inputted	100%	95%	Statistical review	Report	Contractor, IT and HR staff	1
4	Staff training on use of HR module	HR and IT Departments	Number of staff to be trained	70%	60%	Internal meetings	Survey, focus groups	Contractor, IT and HR staff	1
5	Ensuring that user-level restrictions are in place	HR and IT Departments	% of restrictions implemented	100%	100%	Management review	Report	Contractor, IT and HR staff	1
6	Synchronization of all 1C components	HR and IT Departments	% of processes synchronized	100%	100%	Audit review	Report	Contractor, IT and HR staff	1
7	Creation of user-friendly interface	IT Department	% satisfaction level among the users	80%	70%	Focus groups	Report	Contractor, IT and HR staff	1
8	Ensuring that all documents are current, complete and stored properly	HR and IT Departments	% documents updated daily, weekly, monthly	100%	90%	Audit review	Report	Contractor, IT and HR staff	1
9	Securing easy access to documents	HR and IT Departments	% satisfaction level among users by easy document access	80%	75%	Focus groups, survey	Report	Contractor, IT and HR staff	1
10	Improvement of annual performance evaluation forms to include measurable objectives whenever possible, and to link the training needs with specific objectives, based on input from departments	HR Training and Evaluation Unit	% satisfaction level among department heads	80%	70%	Focus groups	Report	Task force with HR and other departments' participation	2
11	Conducting performance evaluation of staff using redesigned forms	HR Training and Evaluation Unit	% of participation level	100%	98%	Internal meetings	Report	HR staff	2

12	Assessment of effectiveness of renewed approach	HR Training and Evaluation Unit	a) % of employees with not satisfactory performance	a) 3%	a) 5%	Review	Report	HR staff	2
			b) Degree of satisfaction by the department heads and employees	b) 90%	b) 80%	Survey	Report	HR staff	2
13	Configuration of the revised form for on-line placement and use	HR Training and Evaluation Unit	100% of PE forms are on-line	100%	100%	Review	Report	Contractor, HR staff	2
14	Organization of trainings at departmental level on on-line PE forms and procedures	HR Training and Evaluation Unit	Number of seminars organized	3-4 seminars	2-3 seminars	Statistical review	Report	HR staff	2
15	Organization of meetings with department heads twice a year to assess the existing and planned workforce		Number of new position requests received not in line with regular planning process	3	5	Statistical review	Report	HR staff	3
16	Periodic review and selection of appropriate platforms/career portals	HR Recruitment Unit	a) % of applications received from selected portals	80%	70%	Statistical review	Report	HR staff	3
			b) % of new hires through selected portals	90%	80%	Statistical review	Report	HR staff	3
			c) % of successful completion of probationary period among new hires through selected portals	100%	95%	Statistical review	Report	HR staff	3
17	Enhancement of cooperation with associations of alumni of US and European HEIs	HR Recruitment Unit	a) % of applications received from selected associations	80%	70%	Statistical review	Report	HR staff	3
			b) % of new hires through selected associations	90%	80%	Statistical review	Report	HR staff	3

			c) % of successful completion of probationary period among new hires through selected	100%	95%	Statistical review	Report	HR staff	3
18	Development of question sets for evaluation of technical and behavioral competencies for each position	HR Recruitment Unit	% of positions for which competency-based question sets are	100%	100%	Statistical review	Report	HR staff	3
19	Analysis of staff demographic composition in lieu of expected changes	HR staff	Number of vacancies due to unexpected resignation or leaves of	3	5	Statistical review	Report	HR staff	3
20	Development of a training plan for replacement		Number of cases with no internal replacement	3	5	Statistical review	Report	HR staff	3
21	Orientation sessions and integration process for new employees	HR staff	% of received applications from each portal used for each announced position	20%	10%	Statistical review	Report	HR staff	3
22	Creation of on-line platform for free expression of opinions and suggestions on different topics of interest	HR staff	% satisfaction level among staff	80%	75%	Survey	Report	HR staff	3
23	Team building events	HR staff	% satisfaction level among event participants	75%	70%	Survey, focus group	Report	HR staff	3
24	Assessment of staff training needs with the departments	HR Training and Evaluation Unit	% of participation level by staff	90%	80%	Survey	Report	HR staff	3
25	Development of tailored training programs to address the needs revealed (in house and external)	HR Training and Evaluation Unit	% of employee participation among total staff	70%	60%	Post training evaluation	Report	HR staff	3
26	Creation of more opportunities for employee participation in international conferences, trainings	HR Training and Evaluation Unit	% of employee participation among total staff	10%	8%	Survey	Report	HR staff	3

27	Conducting trainings		% satisfaction level among event participants	80%	70%	Survey	Report	HR staff	3
28	Getting feedback on actual improvement of specific skills/outcomes as a result of trainings	HR Training and Evaluation Unit	% improvement level assessed by employees and supervisors	20%	15%	Survey	Report	HR staff	3