



Human Resources and  
Social Development

# Calculation Process of Promotion Differentiation Criteria and Elements Human Capital Management Agency

## Criteria and Elements of Differentiation (1-5)

### 1- Professional Performance Assessment



## Criteria and Elements of Differentiation (2-5)

### 2- Candidate's Initiatives and Achievements

Percentage of Criterion Weight

#### **Voluntary Works and Social Participation:**

Through certified associations or a certificate certified by the Ministry of Human Resources to the government authority where a candidate works. A prior approval from the employer, represented by the human resources department, is required. Such works and participations shall be beyond the official working hours.

Method of Calculation: The full percentage shall be taken.

#### **Suggesting an applied initiative and providing financial adequacy or maximizing the efficiency of entity:**

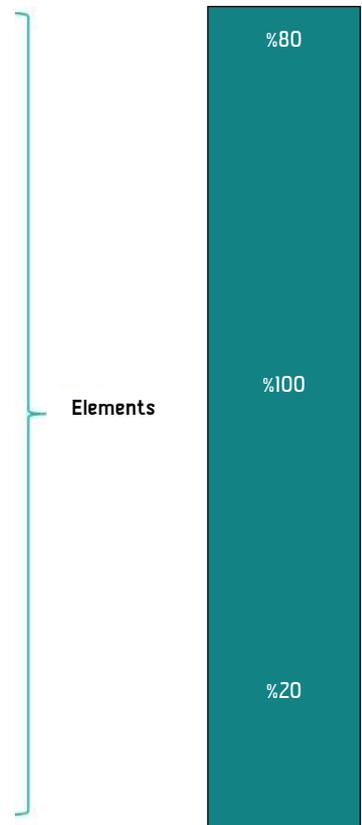
Before application, an initiative shall be recorded in the employee's record with the human resources department. Besides, the initiative's results shall be verified by a committee formed of three persons, including an expert in the subject matter of the initiative. Also, the committee shall include a representative of the human resources department.

Method of Calculation: The committee shall be responsible for determining the percentage entitled for the initiative.

#### **Obtaining a Certificate of Excellence:**

For example, the employee of the month/ the quarter/ the year. The program of excellence shall be issued by the human resources department of the entity and shall be approved by the Ministry of Civil Ser.

Method of Calculation: The full percentage shall be taken.



## Criteria and Elements of Differentiation (3-5)

3- Development and training programs received by candidate

Training Programs 

Development Programs 

Type of Program	Description	International	Governmental	Private
Accreditation Programs concluded with a test of completion 	Including, but not limited, SCOPA for financial analysts and project management and human resources implementing regulations specialist accreditation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Percentage of Criterion Weight		80%	60%	40%
Training programs without a test of completion	Two programs, to the maximum, per annum shall be calculated for each candidate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Percentage of Criterion Weight		40%	30%	
Self-learning program	20 enrichment programs per annum, maximum, shall be calculated for each candidate.		<input checked="" type="checkbox"/>	
Percentage of Criterion Weight 			1%	
On-the-job training program and direction with grade Excellent	Development plan to be developed by the superior, to be reviewed and approved by the human resources of the government authority.		<input checked="" type="checkbox"/>	

Elements



Percentage of Criterion Weight			50%	
On-the-job training program and direction with grade Very Good	Development plan to be developed by the superior, to be reviewed and approved by the human resources of the government authority.		<input checked="" type="checkbox"/>	
Percentage of Criterion Weight			25%	

## Criteria and Elements of Differentiation (4-5)

### 4- Results of Candidate Assessment Interview

Percentage of  
Criterion Weight

Element		Percentage of Criterion Weight
Element	Excellent	100 %
	Very Good	75 %
	Good	60 %
	Failure	0 %

Stating the reason for failure and suggesting methods of development.

## Criteria and Elements of Differentiation (5-5)

### 5- Results of Candidate Assessment Interview

The human resources department shall have the priority to develop the test, and have it approved by the Development and Training Dept. in the Ministry of Civil Service. In addition, the entity may use the tests available from the Civil Service. For example: (cognitive ability and personal characteristics).

#### Test Mark

#### Percentage of Criterion Weight

📄 50 – 100

Percentage and proportion of (the mark scored in the test from the criterion weight)  
%

📄 Less than 50

0 %

Mechanism for weight distribution to criteria

- Professional Performance Weight is Constant = 30%

Number of Criteria	5	4	3	2
Criteria Weight	10% - 30%	10% - 30%	30% - 40%	Application not delayed

Increase from the minimum shall be five

Example: Criteria Weight from 10% to 30%. Then, the increase shall be  
(15%, 20%, 25%, 30%)

## Example for Application of the (Maximum) by Government Authorities

No. of Criteria	No. of Criteria	No. of Criteria	No. of Criteria	Criteria delayed
2 Criteria	3 Criteria	4 Criteria	5 Criteria	
Criteria Weight	Criteria Weight	Criteria Weight	Criteria Weight	
10 % - 30%	10 % - 30%	30 % - 40%	70%	

Professional Performance Assessment (Constant)	30%	30%	30%	30%
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Criterion 2	30%	30%	40%	70%
Criterion 3				
Criterion 4				
Criterion 5	20%	30%	30%	
	10%	10%	100%	100%
	10%	100%		
	100%			

## Experimental Differentiation (Example 1)

- The criteria selected by the entity in addition key and constant criterion of performance assessment
- Elements selected by the entity.

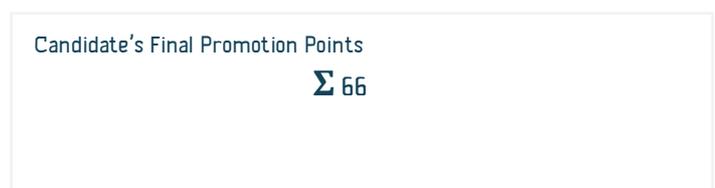
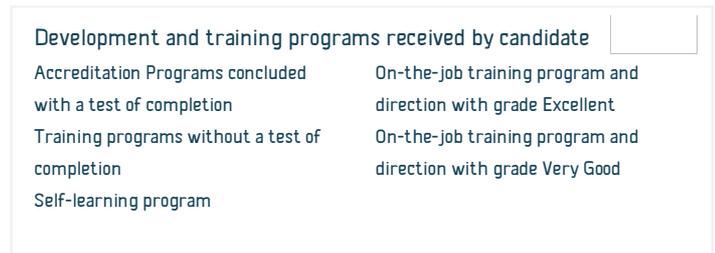
Name: Sarah Fahd

<p>Professional Performance Assessment <span style="float: right;">30%</span></p> <p>Excellent ( ✓ ) 30%      Very Good ( )      Good ( )</p>	<p>● <span style="float: right;">20%</span></p> <p>Results of Candidate Assessment Interview</p> <p>Excellent ( ✓ ) 20%      Very Good ( )      Good ( )</p>
<p>● Candidate's Initiatives and Achievements <span style="float: right;">40%</span></p> <p>● Voluntary works and social participation 32%</p> <p>Suggesting an applied initiative and providing financial adequacy or maximizing the efficiency of entity</p> <p>● Obtaining a Certificate of Excellence 8%</p>	<p>Development and training programs received by candidate <span style="float: right;">10%</span></p> <p>Accreditation Programs concluded with a test of completion</p> <p>● On-the-job training program and direction with grade Excellent 5%</p> <p>Training programs without a test of completion</p> <p>● On-the-job training program and direction with grade Very Good</p> <p>Self-learning program</p>
<p>● Results of Differentiation between candidates <span style="float: right;"> </span></p> <p>50 – 100      Less than 50</p>	<p>Candidate's Final Promotion Points</p> <p style="text-align: center;"><math>\Sigma</math> 95</p>

## Experimental Differentiation (Example 2)

- The criteria selected by the entity in addition key and constant criterion of performance assessment
- Elements selected by the entity.

Name: Khaled Abdulaziz



## Experimental Differentiation (Example 3)

- The criteria selected by the entity in addition key and constant criterion of performance assessment
- Elements selected by the entity.

Name: Nasser Abdulrahman

Professional Performance Assessment	<b>30%</b>
Excellent ( )      Very Good (✓) 22.5%      Good ( )	

● Results of Candidate Assessment Interview	<b>30%</b>
Excellent ( )      Very Good ( )      Good (✓) 18%	

Candidate's Initiatives and Achievements	<input type="text"/>
Voluntary works and social participation	
Suggesting an applied initiative and providing financial adequacy or maximizing the efficiency of entity	
Obtaining a Certificate of Excellence	

Development and training programs received by candidate	<input type="text"/>
Accreditation Programs concluded with a test of completion	On-the-job training program and direction with grade Excellent
Training programs without a test of completion	On-the-job training program and direction with grade Very Good
Self-learning program	

● Results of Differentiation between candidates	<b>40%</b>
Test Mark 80      32%	

Candidate's Final Promotion Points	<b>Σ 72.5</b>
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