



Course Specification

Course Title: Measuring and Evaluation Job Performance

Course Code: BAM 2763

Program: Human Resource Management

Department: Human Resource Management

College: Applied College In Alarda

Institution: Jazan University

Version: 1

Last Revision Date: 7th October 23

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A. General information about the course:

1. Course Identification

1. Credit hours: 3 hours

2. Course type

- A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: 3th Level / 2nd Year

4. Course general Description:

Performance Management is intended to help Human Resources professionals and managers in providing effective performance appraisals to achieve organizational goals. This course is concerned with identifying, managing, measuring, and developing the performance of individuals and teams and linking their performance with the strategic goals of the organizations. Performance management systems provides different types of benefits to the organizations, such as enhanced employee motivation, competencies and self-esteem, well-defined job descriptions and goals, identification of low performers, increased employee engagement, and commitment.

5. Pre-requirements for this course (if any): BAM1523

6. Co-requisites for this course (if any): None

7. Course Main Objective(s):

The objective of this course is to effectively apply and manage a Performance Management System in support of the strategic organizational goals. After the completion of this course students will be able to:

- Gain an operational knowledge of performance management systems.
- Gain the capability to effectively transfer the issues concerning to performance management.
- Understand applicable terminologies and practices about performance management.
- Understand effective techniques for conducting an effective performance appraisal, and techniques to communicate the members of management.
- The Final Steps: Linking enlistment standards to Job Performance



2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45 hrs	100
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45hrs
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45hrs

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Describe the approach to Job Evaluation.	K1	Discussion Class assignments	Quiz Midterm Exam
1.2	Identify operational knowledge of performance management systems	K2	Lecture Group Discussion	Midterm Exam Final Exam
1.3	Understand applicable terminologies and practices about performance	K3	Discussion Class assignments	Quiz Midterm Exam



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	management			
2.0	Skills			
2.1	Perform Job Analysis.	S1	Lectures Discussion,	Midterm Exam Final Exam
2.2	Differentiate between Job Performance and Job Appraisal	S2	Lectures Assignments	Final exam
2.3	Implement effective performance appraisals to achieve organizational goals .	S3	Lectures Discussion,	Midterm Exam Final Exam
3.0	Values, autonomy, and responsibility			
3.1	Communicate effectively in both oral & written forms	V1	Presentations Class assignments	Project work presentations
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Measuring Job Performance: Introduction and overview	6
2.	Job Performance	6
3.	Job Evaluation and Methods of Evaluation	6
4.	Job Analysis	6
5.	Performance Planning and Evaluation	6
6.	Performance Management and Appraisal	5
7.	Appraisal Methods	5
8.	Compensating Employees	5
Total		45

D. Students Assessment Activities



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Attendance & Ethics	All semester	5%
2.	Discussion	4 th	5%
3.	Group assignment/ Presentation	5 th	5%
4.	Homework	2 rd week onwards	5%
5.	Individual Assignments/	7 th	10%
6.	Mid-term Exam 1	9 th	20%
7.	Quiz` I & II	14 th and 15 th	10%
8.	Final Exam	16 th	40%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	<ul style="list-style-type: none"> Lister BJ. Evaluating Job Content : How-to Series for the HR Professional. Vol 2nd ed. WorlDatWork Press; 2006.
Supportive References	<ul style="list-style-type: none"> Paul E. Flaxman, Frank W. Bond, Fredrik Livheim. The Mindful and Effective Employee: An Acceptance and Commitment Therapy Training Manual for Improving Well-Being and Performance. New Harbinger Publications; 2013. National Research Council, Division of Behavioral and Social Sciences and Education, Commission on Behavioral and Social Sciences and Education, Committee on the Performance of Military Personnel, Bert F. Green J, Alexandra K. Wigdor. <i>Performance Assessment for the Workplace : Volume I</i>. National Academies Press; 1991.
Electronic Materials	https://sdl.edu.sa/SDLPortal/ar/Publishers.aspx
Other Learning Materials	PPT slides provided to students by the department

2. Required Facilities and equipment



Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms with sufficient seating capacity
Technology equipment (projector, smart board, software)	Projectors in classrooms
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty & Students	Class Visits & Student Survey
Effectiveness of Students assessment		
Quality of learning resources	Faculty & Students	Faculty Survey & Students Survey
The extent to which CLOs have been achieved		
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	COUNCIL MEETING
REFERENCE NO.	
DATE	3\06\2024

