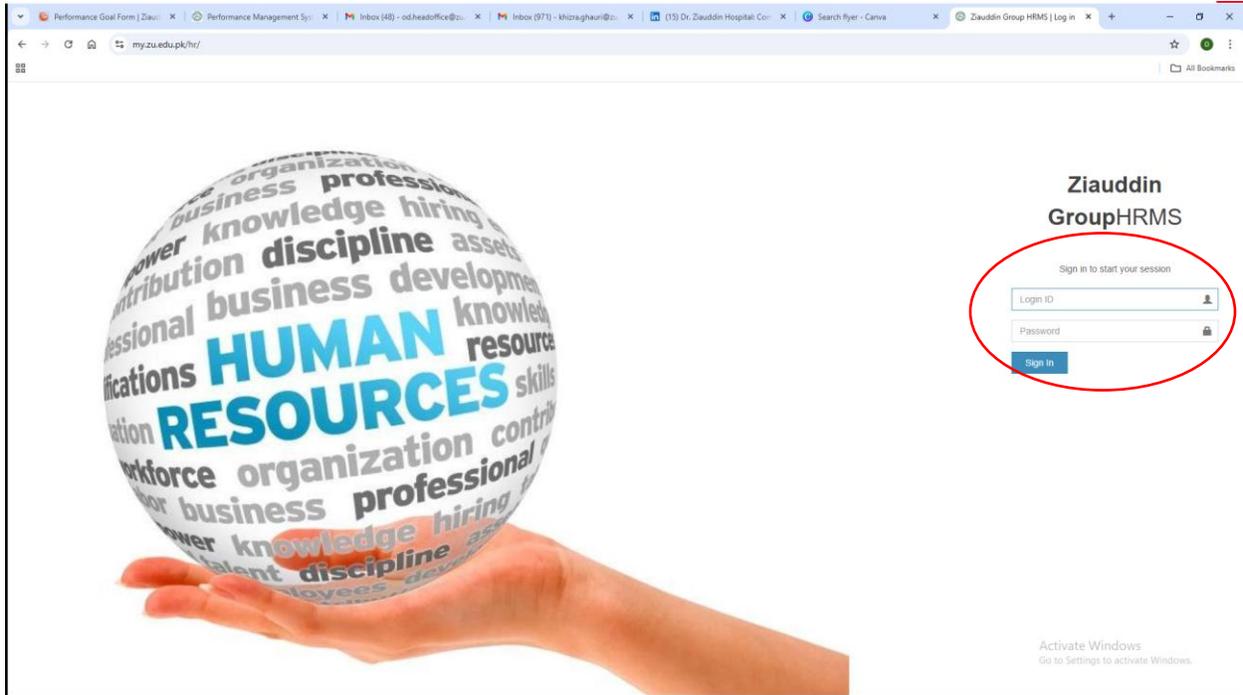


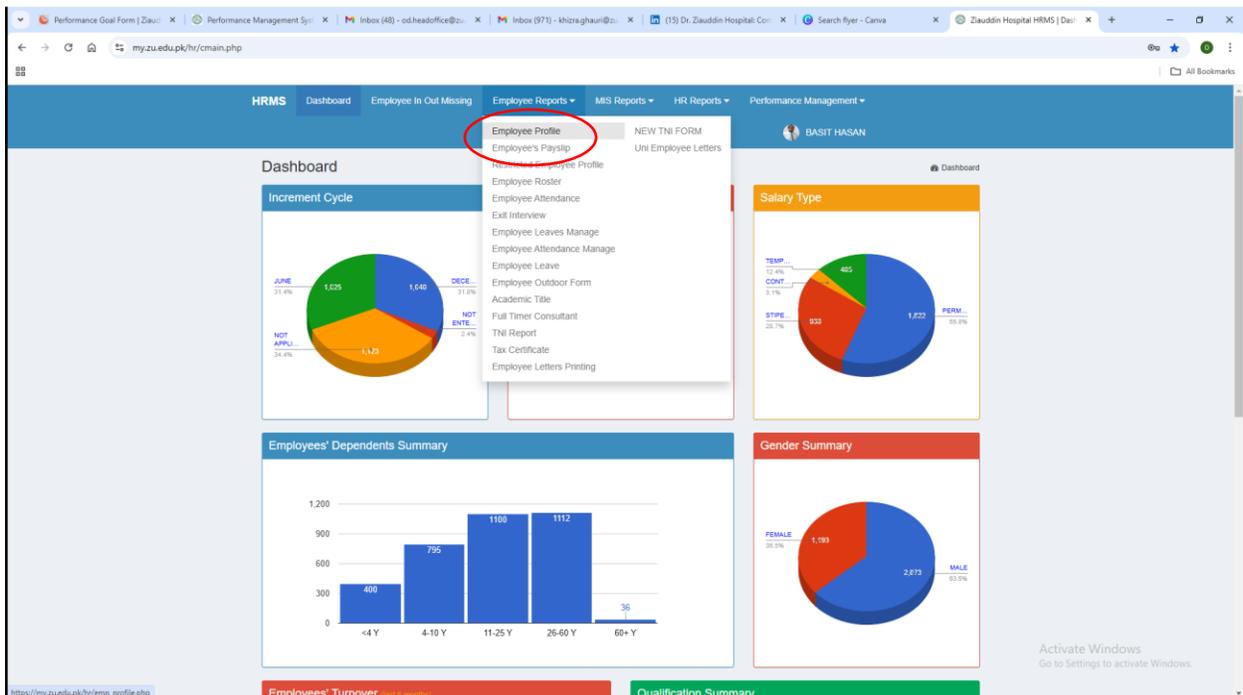
TNI FORM GUIDE BOOK

A Guidebook on how to fill your Department's Employee TNI Forms

Step 1: Login to HRMS portal through your HOD ID.



Step 2: Click on "EMP PROFILE", first option in the blue row.



Step: 3 Click right “TNI FORM”.

The screenshot shows the HRMS dashboard interface. A dropdown menu is open under the 'HR Reports' tab, with 'NEW TNI FORM' highlighted in red. The dashboard contains several charts: 'Increment Cycle' (pie chart), 'Salary Type' (pie chart), 'Employees' Dependents Summary' (bar chart), and 'Gender Summary' (pie chart). The 'Increment Cycle' chart shows data for JUNE (1,625), DECE (1,640), NOT ENTH (2,416), and NOV JANU (1,123). The 'Salary Type' chart shows data for TEMP (425), CONT (2,176), STPE (923), and PERM (1,622). The 'Employees' Dependents Summary' bar chart shows data for <4 Y (400), 4-10 Y (795), 11-25 Y (1100), 26-60 Y (1112), and 60+ Y (36). The 'Gender Summary' chart shows data for FEMALE (1,193) and MALE (2,673).

Step 4: Enter your department’s employee name then click “Get Data”

The screenshot shows the 'Training Identification Form' interface. A red oval highlights the 'Please Select Department' dropdown menu, the 'Employee' dropdown menu, and the 'Get Data' button. The form also includes buttons for 'TNI Report', 'Department Summary', and 'Archive 2022'. The footer contains the text 'Copyright © 2016 Ziauddin Hospital. All rights reserved.' and 'Information Technology Department'.

Step 5: Individual Employee TNI form will appear on the screen after clicking on "Get Data".

Once the TNI form will open, Evaluate and rate employee in your department based on their need for the specified soft skill training.

For trainings which are not included in TNI Soft Skills form, you can add in mentioned below Suggested Training program area

After complete the ratings, click on "Calculate Average Soft Skill" and "Profile Average" to view the overall evaluation final outcome. Then, "Submit to HR" by clicking the green button below.

Note: Employees with a rating of 3 or below will be nominated for the necessary soft skill training.

The screenshot displays a web-based form for evaluating an employee's performance. The form includes the following sections:

- Designation:** OFFICE ASSISTANT
- Cadre:** Staff Management
- Competencies & Attributes:** A section with several dropdown menus for rating different skills, including "CODE OF CONDUCT", "CUSTOMER & PATIENT HANDLING", "ENVIRONMENTAL HEALTH & SAFETY", "ANGER & STRESS MANAGEMENT", and "ACTIVE AT WORK: A HEALTHIER YOU".
- Buttons:** Two buttons are circled in red: "Average Soft Skills Calculate Average" (red) and "Profile Average Calculate Profile Avg" (green).
- Suggested Technical Program:** A section with five empty text boxes for listing additional training programs.
- Score Criteria:** A section explaining the rating scale: 1 = Unsatisfactory, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Satisfactory.
- Footer:** Includes the text "DZHR/RODIFM 8", "REVISION # 0001", "DEC-2018", "Page 1 of 1", and "Information Technology Department".

Scoring Criteria:

Rank the skills required as follows: 1 = Unsatisfactory, 2 = Below Average, 3 = Average. 4 = Above Average, 5 = Satisfactory .

Step 6: After submitting the form, you can still edit it if needed by clicking the “Update” button below, as long as it is done before the TNI form's closure.

15786

Employee Name OSAMA AHMED

Designation Staff Management

Competencies & Attributes

TIME MANAGEMENT	ACTIVE AT WORK: A HEALTHIER YOU	ANGER & STRESS MANAGEMENT	ART OF COMMUNICATION SKILLS
5	4	4	4

ENVIRONMENTAL HEALTH & SAFETY	CUSTOMER & PATIENT HANDLING	CODE OF CONDUCT	Average Soft Skills
5	4	4	Calculate Average

Profile Average
Calculate Profile Avg

Suggested Technical Program

-
-
-
-
-

Score Criteria:
Rank the skills required as follows: 1 = Unsatisfactory, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Satisfactory

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Update

Activate Windows
Go to Settings to activate Windows.