(b) Add the vocalic sufformative to the end of the base form (e.g. הָקִימָה).

b. Imperfect Tense

(1) Sufformatives

(a) Consonantal Sufformatives

i. Write the base form (e.g. הָקִים).

ii. Put a silent shewa under the last letter of the base form (e.g. הָקִיְם).

iii. Add the consonantal sufformative to the end of the base form (e.g. הָקִיְמְנָה).

iv. Change the vowel after the first letter of the verbal root to a ṣere (e.g. הָקֵיְמְנָה).

NOTE: An alternate way for adding consonantal sufformatives in this stem is as follows:

i. Write the base form (e.g. הָקִים).

ii. Add the consonantal sufformative to the end of the base form by means of a helping vowel which is a long seghol (e.g. הָקִיְמֶנָה).

iii. Drop the vowel under the personal preformative to a vocal shewa (e.g. תְּקִיְמֶנָה).

(b) Vocalic Sufformatives

i. Write the base form (e.g. הָקִים).

ii. Add the vocalic sufformative to the end of the base form (e.g. הָקִימוּ).

(2) Personal Preformatives

The personal preformatives are added to the front of the base form by removing the stem preformative he - ה - and putting the personal preformative in its place (e.g. remove he יָקִים, remove he תָּקִימָנָה, or remove he יָקִימוּ, remove he תָּקִימֶנָה, and remove he יָקִימוּ).

http://www.hardinglib.ibri.org/Hebrew/README.htm