

Study of Employee's Performance and Appraisal System

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ABSTRACT

Managing and supervision of human resources in today's versatile environment is becoming more and more complicated as well as essential. Acknowledgment of people as a important resource in the organization or company has led to increases trends in job satisfaction, greater output, Employee maintenance, job security, etc. In this report, I have studied & evaluated the performance appraisal process as it is carried out in the company or in organization. I have given a brief conceptual description of performance appraisal. It contains the description, method and importance of performance appraisal.

In my research, I have conducted a research study to evaluate and how to appraise the performance management system. This research also contains my findings, shortcoming, conclusions, suggestions and feedback to evaluate the performance of individual based on different parameters.

Keywords: Performance, Acknowledgment, Appraisal, Conceptual, Versatile, Subordinate

INTRODUCTION

Once the employee has be selected he /she is motivated , trained then is appraised for his /her performance. Performance is the action where the management finds out how effective and economic it has been at selected and giving work to employee. If any problems or deviations are identified, actions are taken to communicate with the employees and to rectify them at the very initial stage . A "Performance Appraisal" is a process of assessment an employee's performance of a job or work and in terms of its requirements and needs. [D. B. Bagul,2014]

Performance Management is the process through which managers certify those employee's activities outputs contributes towards the organization's objective. This process requires knowing what activities are required, and giving feedback, managers and employees meet expectations. In

the course of providing feedback, managers and employees may identify performance and findings ways to solve those problems.

Performance Appraisal is ankey tool of performance management system [wendyf67]. In itself it is not Performance Management, but it is one of the ranges of tools that can be used to supervise performance[RN Musakuro 2018] Because it is most generally carried out by line Managers not by HR Professionals, it is important that they understand their role in Performance Management and how performance appraisal contributes to the overall aims of Performance Management. Performance Appraisal can also be taken as one parameter of motivating employee , encouraging them so that they work effectively and results in generating greater output and better production and leads to growth of company.

PERFOMANCE APPRAISAL

Performance appraisal is the process of obtaining, examine and record in information about the relative worth of an employee working in the organization. The objective of the performance appraisal is identifying and improving the actual performance of the employee and also the upcoming potential of the employee. Its aspire is to measure what an employee does.

Performance appraisal should provide answers to essential questions for both the employee and the organization. [D. B. Bagul,2014]

"How well am I performing?"

"How can I do much more better?"

"How well are our employees performing individually and collectively?"

OBJECTIVES OF THE RESEARCH

1. To Study of Performance Management Systems in organization.
2. To examine why an appraisal system is essential.
3. To study active appraisal system.
4. To recover the expectation of appraiser and appraise.
5. To determine the pleasure level of the appraise.

SCOPE OF THE STUDY

To assist each employee working in organization and to understand more about their responsibility and become apparent about their functions. To be influential in helping employees to better understand their strengths and weaknesses with respect to their responsibility and functions in the organization. To facilitate in identifying the developmental requirements of employees, given their role and function. To better the relationship between employees and their

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supervisors so that every employee feels pleased to work with their supervisor and thereby contributes maximum to the organization .

1. To increase the communication and relationship between employees and their supervisors. In this way, each employee gets to identify the expectations of their supervisors or seniors, and each superior or senior also gets to identify the problems of their subordinates and can try to rectify them. Together, they can therefore better achieve their goals.
2. To further inspire employee for better and more effective overall consistent performance towards the growth of the Organization or company.
3. To understand their role and functions and work in a better way so as to increase the output.
4. To be involved in creating a positive and healthy atmosphere in the organization that motivates employees to give their best by enjoying their work.
5. To support in variety of individual decisions by regularly creating data concerning each employee working in the organization.

RESEARCH METHODOLOGY

What is the study about? Study is about to understand the importance of Performance management system in any organization.

Why is the study being made? : Performance management system is essential for assessing the ability of employee and for talent management. Assessment is done on various parameters

- Achievements / Awards / Recognition during the Year.
- Training and development Programme

Suggestions to improve company or organization is taken from employee

CONCLUSION

Performance Appraisal is a logical means of ensuring that Manager's and employees meet upon a regular basis to examine performance issues and to decide what decisions needs to be taken so that it will leads to the individual as well as growth of company .

For better alignment of employee Appraisal Point System, based on the inputs by several employee members based on different criteria or parameters which include extension, professional development related activities, training activities, research activities, working capability of the employee ,learning ability etc.

With the above changes we strongly believe that the concerns in the Appraisal Point system shall be greatly addressed and shall further strengthen the consistency and uniformity in the

Employee Appraisal Process so that it will leads to the growth in the organization as well as it will motivate the employees.

Thus performance appraisals can be used as a significant tool in performance management system.

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