

# **NEED OF STAFF APPRAISAL PROCESS TO IMPROVE THE EFFICIENCY OF EMPLOYEE**

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Principal

## **Abstract:-**

This research paper gives comparative study between unorganized industry where staff evaluation and performance appraisal is not implemented and well organized industry where staff evaluation and performance appraisal is implemented. And also provides the different aspects of evaluation of employee.

The basic objective of this research is to find the effect of performance appraisal on employee productivity in his work. The research has following objectives: To find the impact of performance appraisals on employee efficiency in his work, and to find the impact of reward systems on employee productivity and performance and to examine the effect of employee performance feedback on employee work performance and productivity.

## **1. Introduction:-**

Employee of any industry, organization, or institution plays an important role in sustainable growth. Employee of any organization is asset for company who is directly taking part in economic and social growth. Any employer wants their employee to be loyal with organization and they should be hard working for continuous improvement. This survey is done

among several employee to know their psychology about their work and organization.

Increments and incentives provide motivation among the employee. If an organization provides annual increment to their employees who will be depend on annual performance then every employee will work hard to get the salary hike and promotions. This process of performance evaluation and promotions is call as performance appraisal. Performance appraisal provides spark in employee to devote themselves for organization. So this process will help for overall growth of industry and can be act as strong tool for human resource department.

## **2. Objective of Research.**

As we discuss earlier the objective of this research is to find the effect of giving increments and promotions depending on overall performance of employee. This performance is measured depending on different aspect such as productivity of employee, feedback of employee, punctuality, absenteeism in work place etc.

If the increments and promotion are given to all employee without evaluating the performance then sense of nervousness is develop among the employee as same treatment

is given to best performing and poor performing employee. Due to this scenario overall performance of best performing employee dropdown in the organization. And resulting in the low productivity.

### 3. Component of Performance Appraisals:-

Performance appraisal is continuous process every stage of appraisal is depending on the stage. Figure given below gives the different component of performance appraisal it starts with Expectations from employee, measurement and evaluation, feedback of employee, and performance measurement.

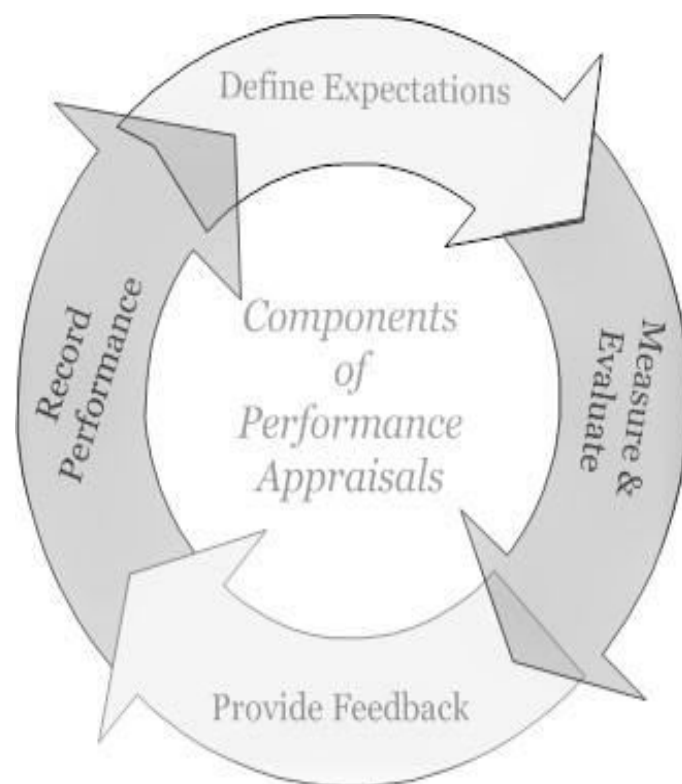


Figure 1:- Components of performance Appraisals

#### 3.1 Define Expectations:-

Depending on the designation and salary of employee expectations are defined. Expectations can be different for different employee. After this expectations or goal is informed to employee of his set of action. Expectation set by higher management must be achievable and sensible so that employee who is going to chess that challenge gives the effort in positive way.

#### 3.2 Measure and Evaluate:-

After setting the valid goal, human resource department must measure the result. The goal may or may not be completed but it should be evaluated in positive manner. If the performance of employee is good then he or she must be appreciate and guide for better performance.

#### 3.3 Provide Feedback :-

Feedback mechanism is best tool to evaluate any once performance. Feedback of employee must be given by his reporting officer or senior. Feedback process must be transparent and dynamic.

Feedback questioner must contain all aspect of performance such as punctuality of employee, command on communication, hardworking or not, loyalty etc. depending on the feedback overall performance of employee can be evaluate.

#### 3.4 Record Performance:-

Human Resource Department must record of every employee's performance and depending on the performance salary increment and promotions must be given. This is the most crucial work of HRD as

it directly impacts on the overall performance of employee.

#### 4. Scenario of Unorganized & Organized Human Resource Department :-

##### 4.1 Unorganized HRD:-

The organization where human resource department is running in unorganized way i.e. record keeping and appraisal are not followed in proper way, in such organization employee belongings towards organization is less, as in such unorganized human resource department is unable to maintain hardworking and appraisal balance. So HRD have to work transparently for better implementation performance appraisal.

Organization without proper performance appraisal system is always facing problem of staff retention and low work quality as employee who is working hard for organization is treated same as poor performing employee in terms of appraisals, salary hike and promotions.

##### 4.2 Organized HRD:-

The organization where human resource department is running in organized way i.e. record keeping and appraisal are strictly followed in proper way, in such organization employee belongings towards organization is more, as in such unorganized human resource department is maintaining working and appraisal balance.

Staff retention ratio is better in such organization as sense of belongingness and employee satisfaction level is increased due to regular appraisals and promotion. Social

and economic growth is also possible as there will be race of hardworking to bring the results in positive way.

#### 5. Stages of Performance Appraisal:-

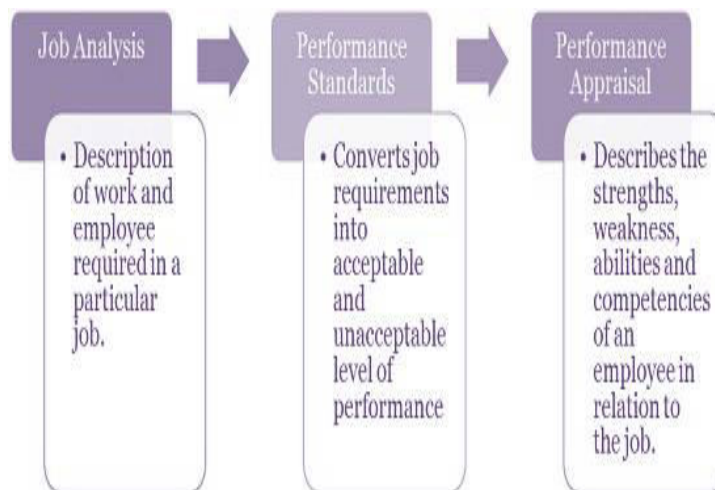


Figure 2 :- Stages of Performance appraisals

Steps of performance appraisal are shown in figure it starts with job analysis where description of employee required in a particular job is done. This is the very important step and most crucial step in order to assign right candidate for right job.

Next step is to define performance standards here conversion of job requirements into acceptable and unacceptable level of performance is done. Here different level of performance are defined on different aspects such as communication, punctuality of employee, leave records, performance on obtaining the results, feedback etc. this is done to evaluate the employee performance.

Last is performance appraisal here we describe the strengths, weakness, ability and competencies of an employee in relation to the job. And depending on evaluation performance appraisal is done accordingly salary increments and promotions are given to the employee.

## **6. Performance Evaluation & Promotion:-**

As discuss earlier performance evaluation process should be well define and should have standard operating procedure. This process should be transparent enough that no employee should suffer. Performance evaluation process should have 360 degree performance criteria i.e it should cover all aspects such as communication, behavior with peer members in organization, hardworking to obtain results, feedback etc.

All these aspect should be evaluate on the grade point basis and combine score should be calculated. Accordingly every employee should give grade as A,B,C,D likewise. Accordingly to grade and overall performance promotion and increments should be given to employee.

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