"A STUDY ON ANALYSIS OF PERFORMANCE APPRAISAL"

Mr.Ashokkumar Baburam Mourya

Student of Master of Management Studies, Alamuri Ratanamala Institute of Engineering And Technology,
Mumbai University,ashkumar776@gmail.com

Prof. Zakir A Farooqui, Assistant Professor,Master of Management Studies
Alamuri Ratanamala Institute of Engineering And Technology,Mumbai University,

Dr.Ashwini Kshirsagar Professor / HOD,Master of Management Studies
Alamuri Ratanamala Institute of Engineering And Technology,Mumbai University

ABSTRACT:-

Performance appraisal (PA) is a tool to live the performance of associate worker. Performance Appraisal (PA) is especially wont to confirm the salary increase, promotions, transfer and layoffs, termination of services; the coaching and development to the staff in a corporation. It is a tool to see the long run of the organization and visualize the career growth of the staff.

KEYWORDS –

Rating, Performance, Staff, Employee, Goal,Progress.

1: INTRODUCTION :

A performance appraisal is a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. It's a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential.

Performance appraisals are also called performance evaluations, performance reviews, development discussions, or employee appraisals.

In most work organizations, performance appraisals are used for a variety of reasons. These reasons range from improving employee productivity to developing the employees themselves. This diversity of uses is well documented in a study of why companies use performance appraisals. Traditionally, compensation and performance feedback have been the most prominent reasons organizations use performance appraisals.

2.: HISTORY :-

Performance Appraisal is generally done by senior executives and therefore the senior manager within the organization to appraise the worker for his or her performance and also to search out difficulties whereas meeting their goals throughout this era of concluding the method the appraiser faces the matter in rating the subordinate /employee / peer and someday they will rate their subordinate incorrectly,

which can block the entire purpose of the appraisal system.

3. TYPES OF PERFORMANCE APPRAISAL

Performance appraisals can be broken down into four distinct significant types:

1. 360-Degree Appraisal

The manager gathers information on the employee's performance, typically by questionnaire, from supervisors, co-workers, group members, and self-assessment.

2. Negotiated Appraisal

This type of appraisal uses a mediator to help evaluate the employee's performance, with a greater emphasis on the better parts of the employee's performance.

3. Peer Assessment

The team members, workgroup, and co-workers are responsible for rating the employee's performance.

4. Self-Assessment

The employees rate themselves in categories such as work behavior, attitude, and job performance.
Note that some organizations use several appraisal types during the same review. For instance, a manager could consult with the employee's peers and assign a self-assessment to the employee. It doesn't have to be a case of either.

4. OBJECTIVES:

➢ This research seeks to pursue the following objectives.
➢ The basic objectives of this project is:

➢ To find out present performance appraisal system used in the company"
➢ To find about the employees views for the system adopted by the company to appraise their performance"

➢ To know about the working scheme of the company"
➢ To suggest some measures for improving the methods to appraise the performance of the workers"

5. RESEARCH METHODOLOGY:

Research is one of the most important parts of any study and pertains to the collection of information and knowledge. My project has been developed on has basis of both Exploratory and Descriptive research. Designing a research plan calls form decisions on the data sources, research approaches, research instruments, sampling plan, and contact method.

5.1. Sample size:

I chose a sample size of 50 respondents consisting of based on judgment sampling. The method was simple random sampling.

5.2 : Secondary Data:

Secondary data provides a starting point for any research and offers valuable source of already existing information. For my project work it was collect through the help of various directors of various associations, magazines, newspaper, website etc.

5.3 Primary data :

For my project work the primary data was collected by means of survey though questionnaires.

5.4 : Limitations:

● This study covers only few people of kalyan city, which may not provide the complete picture of study of the analysis of the product and services of the axis bank.
● It is very difficult to make sufficient

respondent information from the axis bank.
- Some respondent didn't show the interest to fill the questionnaire.

6. CONCLUSION:

Thus the conclusion of Performance appraisal may be understood as the assessment of an individual's performance in a systematic way. The performance being measured against such factors as job knowledge, quality and quantity of output, initiative, leadership abilities, supervision, dependability, co-operation, judgment, versatility, health and the like. It is also help the developing the strengths & weakness of the employees

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