

# A STUDY ON PERFORMANCE APPRAISAL OF THE EMPLOYEE

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## ABSTRACT

Performance appraisal (PA) is a crucial technique for improving the skills of the employees and organization. Organizations have implemented performance appraisal to monitor and supervise relationships, growth and development of individuals and organization to increase the overall productivity and job satisfaction. The human resource department is tasked with employee recruitment, selection and retention. Retaining personnel, particularly those who are talented and competent, has become a major challenge.

Motivation initiates, guides, and maintains an individual's goal-oriented behavior. Employee retention is mostly determined by motivation. To inspire and retain the employees, PA guidelines are used to assess workers, develop the competence, improve their performance and issue awards. The focus of this research is on a survey of several performance appraisal systems used in organization and the need of training.

## INTRODUCTION

The 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 employees' strengths & weakness relative to the organization, and future development potential.

Performance appraisal is a method of evaluating the behavior of employees in the work spot, normally including both the quantitative and qualitative aspects of job performance.

## OBJECTIVES:

- To study the Present Process adopted for appraising the Performance of Employee
- To ascertain the Level of Potential of Employees in the Organization
- To analyse the Level of Satisfaction of Employees about the Performance Appraisal practice in the Organization

**LITERATURE SURVEY:**

Appraisal of performance is widely used in society. Parents evaluate their children, teachers evaluate their students and employers evaluate their employees. However, formal evaluation of employees is believed to have been adopted for the first time during the First World War. At the instance of Walter Dill Scott the U.S Army adopted the 'Man to Man' rating system for evaluating military personnel.

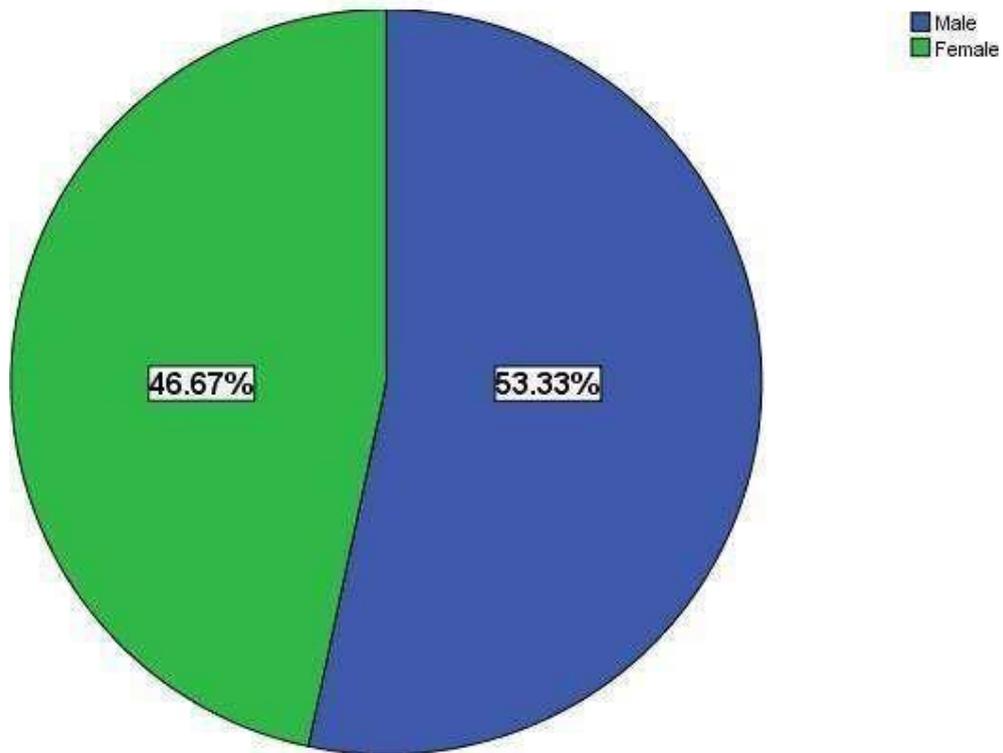
During 1920-1930 Hourly paid workers in industrial units were evaluated on the basis of rating scores. This early appraisal system was called merit rating. In the early fifties, performance appraisal techniques began to be used for technical, professional and managerial personnel, since then tremendous changes have taken place in the concept, techniques and philosophy of employee appraisal.

Performance appraisal aims at both Judgmental whereas the remaining is developmental. Under developmental efforts employees are helped to identify their weakness and take steps to overcome them. It is largely self-development of employees. By focusing attention on performance, Performance Appraisal goes to the heart of personnel management and reflects management's interest in the progress of employees

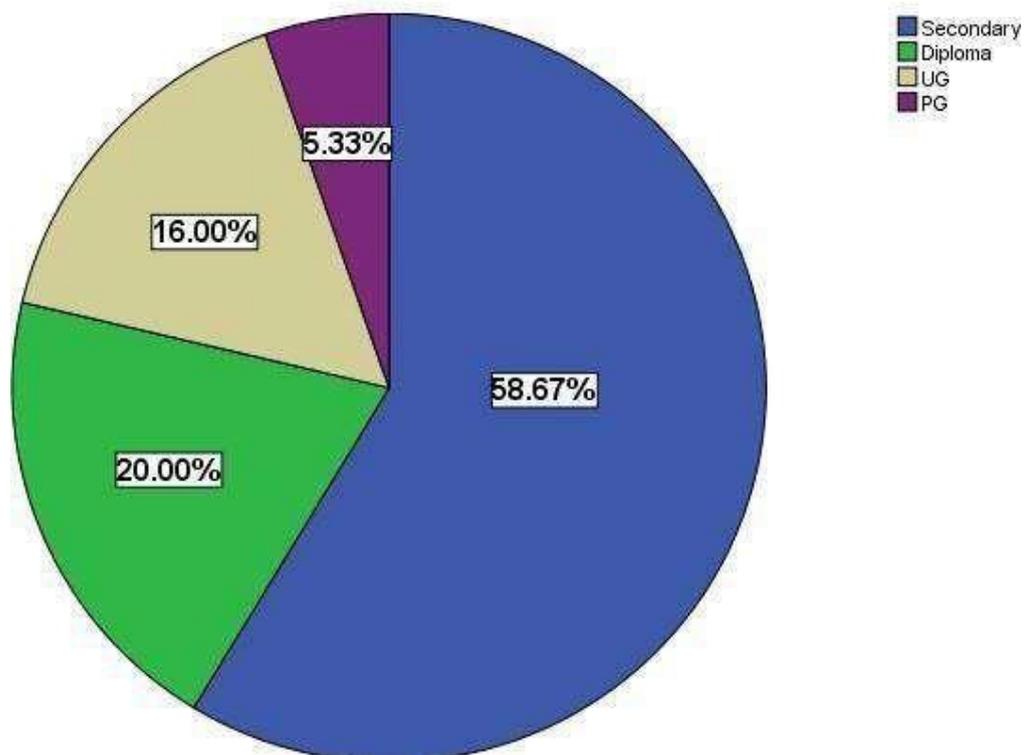
Employees are an active participant in the evaluation process. The relationship between supervisor and employees is taken to an adult-to-adult level. Work teams may be restructured for maximum efficiency. Employee renews his or her interest in being a part of the organization now and in the future. Training needs are identified. Time is devoted to discussing quality of work without regard to money issues. Supervisor becomes more comfortable in reviewing the performance of employees. Employees feel that they are taken seriously as individuals and that the supervisor is truly concerned about their needs and goals (Randi, Toler, Sachs, 1992). focused on three objectives: performance, not personalities; valid, concrete, relevant issues, rather than subjective emotions and feelings; reaching agreement on what the employee is going to improve in his performance and what you are going to do (McKirchy, 1998). Both the supervisor and employee should recognize that a strong relationship exists between training and performance evaluation (Barr, 1993).

Each employee should be allowed to participate in periodic sessions to review performance and clarify expectations. Both the supervisor and the employee should recognize these sessions as constructive occasions for two-way communication. Sessions should be scheduled ahead of time in a comfortable setting and should include opportunities for self-assessment as well as supervisor feedback. These sessions will be particularly important for new employees who will benefit from early identification of performance problems. Once these observations have been shared, the supervisor and employee should develop a mutual understanding about areas for improvement, problem solving ability (McKirchy, 1998) that need to be corrected, and additional responsibilities that might be undertaken.

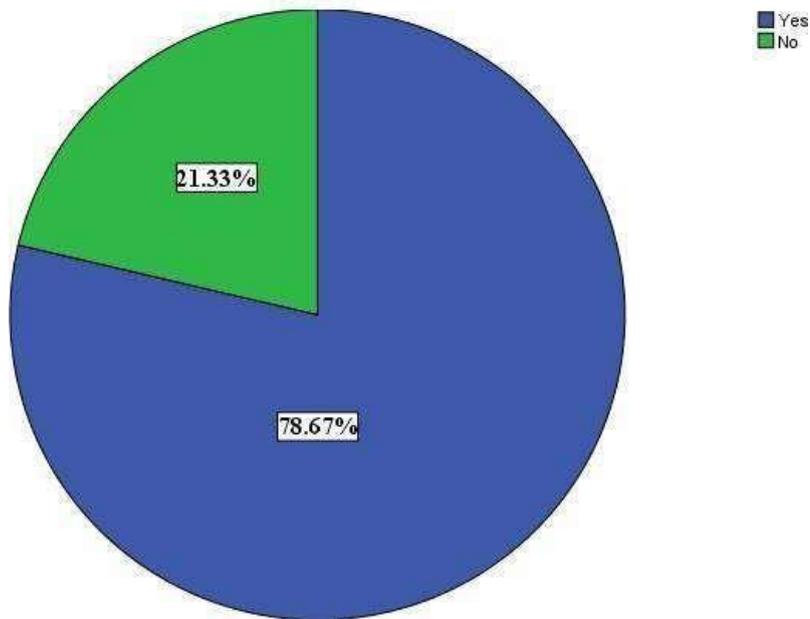
Gender



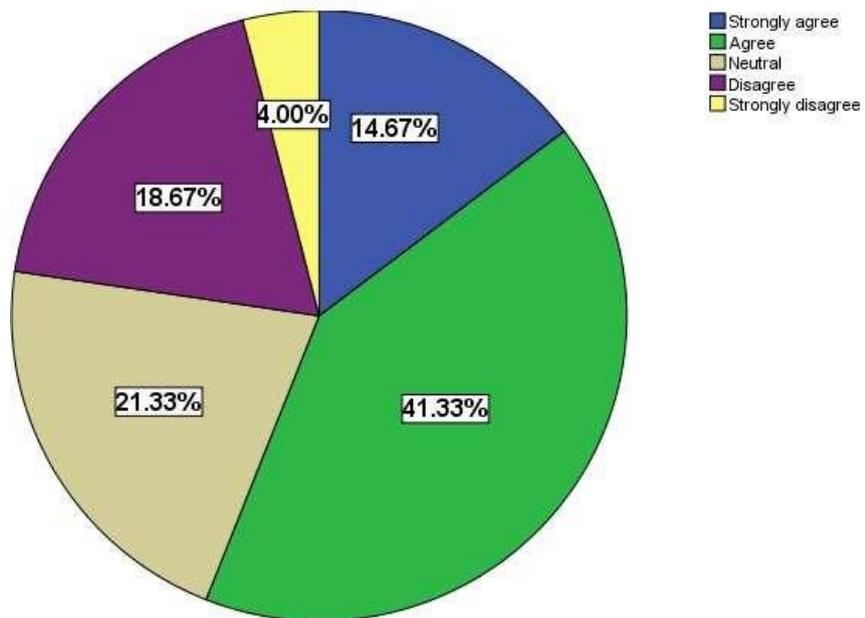
Educational Qualification



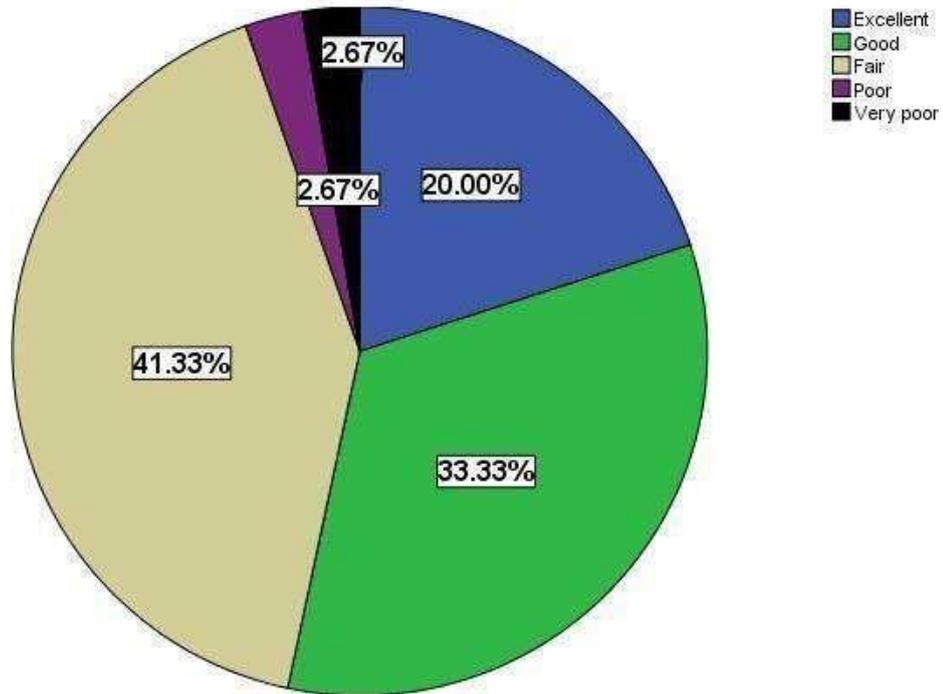
Regular to Job



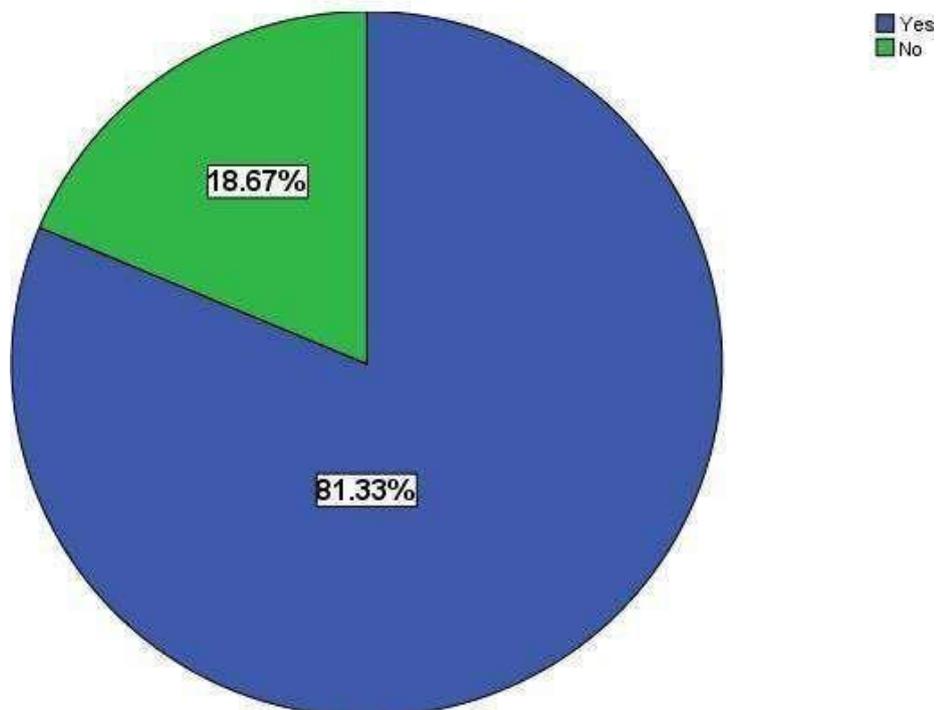
Supervisors Appreciate for the Good Job



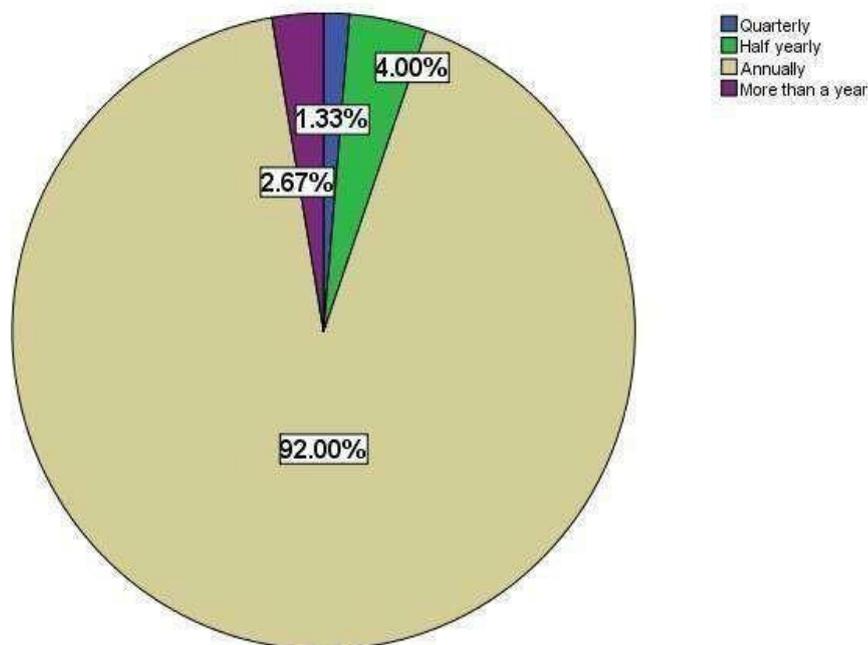
Interpersonal Relationship



Awareness



Performance Appraisal Carry Out



**FINDINGS AND CONCLUSION:**

From the study it is founded that most of the respondents are male and approximately between the age group of 30-50 . The study which is done depicts that the performance appraisal of the employee at Sunbeam Generators Privat Limited . Majority of the respondents 53.3% are married. Most of the respondents 84% are having the experience of above 21 years. Most of the respondents 58.67% are secondary education. Majority of the respondents 78.67% are regular to job . The reward and award system,providing compensation benefits etc.,are provided to the employees which boosts the nature of them in there working organization acting as a motivating factors to entertain the more productivity in organization

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