

Performance appraisal



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Introduction:-

Since employee is live assets of organization. His characteristics like attitude, leadership, honesty, regularity, work speed, expertise, etc should be considered. He must be given financial reward and must be appreciated. It is necessary to undertake performance appraisal of every employee. In almost every organization, every employee is subjected to periodic appraisal of his/her performance. Performance appraisal also known as performance evaluation. Performance appraisal is periodic and systematic process that assesses an individual employee's job performance and productivity.

Meaning of performance appraisal

Performance appraisal is a systematic and objective way to judging the relative worth or ability of an employee. It is systematic evaluation of personnel by supervisors with their performance. Performance appraisal is useful for the problems of transfer, demotion, wastages etc.

Performance appraisal means to measure the qualities of an employee like capacity to work, expertise, leadership, performance etc. One of the other objectives of performance appraisal is increase the discipline.

Objectives of performance appraisal

There are various objectives of performance appraisal are as follows

- **To increase productivity:-**

Productivity is important aspects for increasing production. Performance appraisal makes the work easier by considering the difficulties experienced during the work in advance. It is true, but since that work is to be completed by an employee, physical atmosphere of the factory, working condition, safety scheme etc. Should be considered.

➤ **Control on wastage and maintenance of quality:-**

Wastage is unfavorable for organization. Through which performance appraisal wastage can be reduced. It is fact that if employee's performance appraisal is done, it makes an employee active towards the activities. The wastage of time and material and quality can be maintained.

➤ **For effective training:-**

Training I required to employee for increase efficiency level of work. After considering the difficulties experienced while performing the work it can be decided which type of training is necessary for the employees. But the idea of which employees should be given how much training can be appraisal can be treated as important in making the training programmed effective. The performance appraisal is requires for proper evaluation of performance of employee.

➤ **Promotion:-**

Performance appraisal helps the supervisors to check out the promotion promotion programmers for efficient employee. Inefficient workers can be dismissed or demoted in case.

➤ **For vocational guidance:-**

In the vocational guidance proper knowledge provide to employee for doing specific job. When an employee is selected for the job, it is called selection for a job, but when the guidance is given for which job an employee is suitable, after considering his qualification, it is called vocational guidance. It can give through performance appraisal.

➤ **Co-operation and co-ordination:-**

Co-operating and co-ordination in the organization is most required for development off organization and achievements of objects. The method oof job evaluation takes into account the job and not the employee.infact an employee is a live asset of production. He should be appreciated. The co-operation can be obtained after appreciating him through performance appraisal. The co-operation is a pre-condition for co-ordination.

➤ **Achievement of objects :-**

One of the important objectives of performance appraisal is achievement of organization objectives. At time of establishment of organization there are various objects are set by the management and make planning for its achievement. Performance appraisal important for achievements.

➤ **To reduce labour turnover rate:-**

Since a qualified employee is motivated through performance appraisal process, the labour turnover rate is reduced. Due to lack of appreciation of efficiency, labour turnover rate increases.

➤ **Compensation:-**

Compensation packages which include salary, bonus, extra benefits, allowances and pre requisites are depends on performance appraisal.

➤ **Employees development:-**

The systematic procedure of performance appraisal helps the supervisors to frame training policies and programmers.

- TO provide employee feedback on their performance
- Facilitate communicating between employer and employee
- To improve performance through counseling ,coaching and development.
- To judge the gap between the actual and the desire performance

Conclusion:-

In the process of job evaluation the value of work is determined in the context of other work, after the study of different components of job, which job is more difficult and important, is determined considering, this matter, management frames wage structure. General objectives of performance appraisal is to handle the problem of promotion, transfer and training.