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## Employee Efficiency And Performance In Organization

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### ABSTRACT

Employee efficiency refers to an employee's ability to make the best possible use of his or her resources to achieve his or her objectives. Efficiency depends on a number of factors such as motivation, skills, knowledge, experience, etc. Efficiency is important in the workplace because it can help save time and money. In order to be efficient, it must organize and know what needs to be done. There are many techniques that can help increase efficiency, such as breaking down tasks into smaller parts, setting deadlines, and using. Organizational performance is the ability of an organization to reach its goals and optimize results. In today's workforce, organizational performance can be defined as a company's ability to achieve goals in a state of constant change

**Key Words :** Backdrop, Improve Factors Advantage and Related Culture

### Backdrop

The Effective organizations run like a well-designed, well-oiled machine; every part integrates to successfully produce the outcomes the organization sets out to achieve, wasting as little time and resources as possible. Organizational performance is the modern way to measure and guide organizations to reach their goals. Organizational is an adjective derived from "Organization", and an organization refers to an organized group of people working together with a specific purpose. "Performance" refers to the action of performing a specific task or set of tasks and it's measured on how successfully an individual or organized group performs such tasks.

Companies with highly engaged employees outperform companies with disengaged employees on all accounts, including higher profitability, productivity, customer metrics and decreased turnover. Similarly, high-performing teams are often some of the top scorers when it comes to engagement. performance management can serve the following six purposes: strategic, administrative, informational, developmental, organizational

maintenance, and documentation. Performance management systems help top management achieve strategic business objectives.

## **Improve Employee Efficiency**

As daylight savings approaches, it's a good time to think about different ways you can, well, save time. These days, employees are spending more and more time at the office—certainly exceeding the typical 40-hour work week. However, increasing hours worked does not necessarily translate to increased efficiency. How can leaders and managers improve employee productivity while still saving time? Here are some things you can do to increase employee efficiency at the office:

### **1. Communicate Effectively**

Every manager knows that communication is the key to a productive workforce. Technology has allowed us to contact each other with the mere click of a button (or should we say, tap of a touch screen)—this naturally means that current communication methods are as efficient as possible, right? Not necessarily. A McKinsey study found that emails can take up nearly 28% of an employee's time. In fact, email was revealed to be the second most time-consuming activity for workers (after their job-specific tasks).

### **2. Keep Goals Clear & Focused**

You can't expect employees to be efficient if they don't have a focused goal to aim for. If a goal is not clearly defined and actually achievable, employees will be less productive. So, try to make sure employees' assignments are as clear and narrow as possible. Let them know exactly what you expect of them, and tell them specifically what impact this assignment will have.

### **3. Match Tasks to Skills**

Knowing your employees' skills and behavioral styles is essential for maximizing efficiency. For example, an extroverted, creative, out-of-the-box thinker is probably a great person to pitch ideas to clients. However, they might struggle if they are given a more rule-intensive, detail-oriented task.

### **4. Don't be Afraid to Delegate**

While this tip might seem the most obvious, it is often the most difficult to put into practice. We get it—your company is your baby, so you want to have a direct hand in everything that goes on with it. While there is nothing wrong with prioritizing quality (it is what makes a business successful, after all), checking over every small detail yourself rather than delegating can waste everyone's valuable time.

### **5. Think Big Picture**

Things that might seem like an inefficient use of time to you now, might actually be to your advantage in the long run. So, before vetoing an apparent misuse of time, ask yourself how this could possibly benefit your company.

### **6. Give Each Other Feedback**

There is no hope of increasing employee efficiency if they don't know they're being inefficient in the first place. This is why performance reviews are essential – measure your employees' performance, then hold individual meetings to let them know where they are excelling, and what areas they need to work on. Increasing employee efficiency isn't all about what they can do better – some of the responsibility falls on you as well. But just like your employees, you aren't psychic.

## 7. Cut Out the Excess

If possible, try not to give employees smaller, unnecessary tasks when they are focused on a larger goal. Take a look at the team's routine, and see if there is anything that you can cut to give employees more time to focus on higher-priority assignments.

## 8. Train and Develop Employees

Reducing training, or cutting it all together, might seem like a good way to save company time and money (learning on the job is said to be an effective way to train, after all). However, this could ultimately backfire. Forcing employees to learn their jobs on the fly can be extremely inefficient. So, instead of having workers haphazardly trying to accomplish a task with zero guidance, take the extra day to teach them the necessary skills to do their job.

## 9. Embrace Telecommuting

Allowing your employees to work from home might seem inefficient – after all, how can you guarantee that they will still be productive if no one is watching them? However, the reality is quite the opposite (in fact, studies show that people who work from home are 13% more productive than office employees). Letting your employees telecommute will allow them to save time that would otherwise be wasted completely.

## 10. Incentivize Employees

One of the best ways to encourage employees to be more efficient is to actually give them a reason to do so. Recognizing your workers for a job well done will make them feel appreciated and encourage them to continue increasing their productivity.

### Improve Employee Organizational Performance

It's critical to keep your team in the loop with regular communication. There is always room for improvement, especially in a company that wants to stay visible, viable and maintain its competitive edge. Recognizing the current strengths and abilities of your workforce is as critical as identifying their untapped potential to assume leadership positions, participate in team-building activities, exercise initiative and develop better communication skills.

In concert, these elements not only contribute to a more effective and cohesive organization but may also improve employees' individual performance levels.

1. Monitor and evaluate job performance through annual or twice-yearly written appraisals. These provide workers with the functional equivalent of a report card to identify what they are doing well, what areas need improvement and whether training classes would benefit an existing job or assist in the transition to a new one.
2. Create and administer a fair and consistent system of acknowledging merit. No matter what position a person holds in your company, he wants to know that his work is being noticed and appreciated. A successful company culture is one that rewards initiative, performance and dedication through bonuses, promotions, merit certificates and perks as well as compliments and good old-fashioned thank-you's.
3. Lead by setting a positive example. John Baldoni, author of "Lead by Example: 50 Ways Great Leaders Inspire Results," emphasizes that managers who engage in active listening, respect the unique talents of their staff, instill confidence in others and know both when and how to delegate responsibilities achieve better results than egotistical leaders who believe that theirs is the only "right" way to get anything done.
4. Communicate your expectations and emphasize personal accountability. No matter what type of business you run or how many employees you have, it is essential that every employee understands how her respective contributions toward a common goal define the company's value, success and longevity.

## Performance Management

The performance management (in Human Resources) is a complex HR tool to set goals, follow-up of goals, identifying the development needs and the potential. Additionally, it includes the performance appraisal, which closes the whole cycle and sets the new one.

The performance management is not about measuring doing things. It is about setting clear, and challenging goals (SMART) and it is about the regular evaluation of the progress. The system pushes managers and employees to cooperate on achievements. The HR has to design the performance management system, which is clearly and visibly connected with the strategic agenda of the organization. The employees will not follow the unrealistic and useless goals. They will not do their best to achieve targets.

The performance standards are the essential part of the whole system. HR has to cooperate with managers on the definition of the performance standards for each job position in the company. The performance standards are a must for the fair measurement of employees. They have to know and understand the basic requirements.

The performance standards should be reviewed on a yearly basis. HR and managers should evaluate the performance appraisal results against the performance standards. They should be raised, if it is needed. Meeting the performance standards is not a basis for the excellent result. The excellent results in the performance management are based on bringing something extra, which enriches the organization.

The standards define the way for measuring the performance. The standards make the performance management fair to employees. They support the fair calibration of performance appraisals. Managers have to provide the evidence about the real performance of their teams.

## Performance Appraisal

Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development. Performance appraisal is generally done in systematic ways which are as follows:

- \*The supervisors measure the pay of employees and compare it with targets and plans.
- \*The supervisor analyses the factors behind work performances of employees.
- \*The employers are in position to guide the employees for a better performance.
- \*Objectives of Performance Appraisal
- \*Performance Appraisal can be done with following objectives in mind:
  - \*To maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
  - \*To identify the strengths and weaknesses of employees to place right men on right job.
  - \*To maintain and assess the potential present in a person for further growth and development.
  - \*To provide a feedback to employees regarding their performance and related status.
  - \*To provide a feedback to employees regarding their performance and related status.
  - \*It serves as a basis for influencing working habits of the employees.
  - \*To review and retain the promotional and other training programmes.

## Advantage of Performance Appraisal

It is said that performance appraisal is an investment for the company which can be justified by following advantages:

1. **Promotion:** Performance Appraisal helps the supervisors to chalk out the promotion programmes for efficient employees. In this regards, inefficient workers can be dismissed or demoted in case.
2. **Compensation:** Performance Appraisal helps in chalking out compensation packages for employees. Merit rating is possible through performance appraisal. Performance Appraisal tries to give worth to a performance. Compensation packages which includes bonus, high salary rates, extra benefits, allowances and pre-requisites are dependent on performance appraisal. The criteria should be merit rather than seniority.
3. **Employees Development:** The systematic procedure of performance appraisal helps the supervisors to frame training policies and programmes. It helps to analyse strengths and weaknesses of employees so that new jobs can be designed for efficient employees. It also helps in framing future development programmes.
4. **Selection Validation:** Performance Appraisal helps the supervisors to understand the validity and importance of the selection procedure. The supervisors come to know the validity and thereby the strengths and weaknesses of selection procedure. Future changes in selection methods can be made in this regard.
5. **Communication:** For an organization, effective communication between employees and employers is very important. Through performance appraisal, communication can be sought for in the following ways: Through performance appraisal, the employers can understand and accept skills of subordinates.
6. **Motivation:** Performance appraisal serves as a motivation tool. Through evaluating performance of employees, a person's efficiency can be determined if the targets are achieved. This very well motivates a person for better job and helps him to improve his performance in the future.

## Efficiency

Not to be confused with effectiveness and efficacy. For other uses, see efficiency (disambiguation). Efficiency is the (often measurable) ability to avoid wasting materials, energy, efforts, money, and time in doing something or in producing a desired result. In a more general sense, it is the ability to do things well, successfully, and without waste. [

Normally when you think of something being efficient, you think of getting a task done in the smallest amount of time or getting something done extremely quickly. Efficiency in the context of accounting is not always related to how quickly a job gets done.

## What is Performancen And How Does It Relate to Culture?

A former boss of mine used to beat the performance drum a lot in our consulting work. So much so that one client asked if he knew about anything else, but that is a discussion for another time. One of his favorite stories had to do with a presentation at the Pentagon to a group of Generals and Colonels who really wanted to talk about competency modeling rather than performance management.

The question of course is why, and what can we do about it? To understand that we must have a clear definition of performance. One of the best definitions I've heard is a summary term used to include the desired behaviors and the valuable outcomes produced by those behaviors. In other words, it is getting people to do the things we ask them to in a way that contributes to the goals of the business.

So why does this matter when we talk about culture? To understand this, we need to loop back to one of the key theses in Jonathan Baskin's Branding Only Works on Cattle (2008). The short version of this thesis is that it is not our logos or catch phrases that keep customers coming back, but the positive experiences they have with our organization.



## Conclusion

The Helps identify the right employees for promotion. Improves workforce planning, including managing workloads and delegation. Boosts employee retention/reduces employee turnover. Gives employees more autonomy to manage their responsibilities. Performance is how effectively a machine or system can achieve its goal, while efficiency is how much resources are used to achieve that goal. To improve performance and efficiency, you must first understand what affects them. Employee performance affects the company's overall performance by driving productivity, increasing customer satisfaction, and contributing to innovation. A high-performing workforce can also boost morale and create a positive work environment. An employee performance improvement plan or performance action plan outlines the steps an employee needs to take to meet agreed-upon standards and goals. A PIP is typically a formal action guide created in collaboration with the employee, their manager, and HR

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