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PERFORMANCE APPRAISAL

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PERFORMANCE APPRAISALS

i. INTRODUCTION

Performance Appraisal is the deliberate evaluation of the implementation of labourers and to value the limits of a man for advance improvement and change.

Performance examination has unmistakable objectives for organization and for the agents. Agents are enthused about having an evaluation of their work from the point of view of mindfulness, work satisfaction and relationship in the affiliation. Organization overviews the execution of agents to keep up instructing control and administer prizes and teaches to advance various levelled destinations. Thusly, a spirit of shared characteristic is principal in a capable execution assessment structure. For specialists, it can present a predominant perception of their action, capacities and limitations, and allows to self-reflection. It can help recognize change needs. It can assemble shared characteristic and strengthen correspondence among labourers and organization.

Execution examination is one of the critical parts of HRM in every last industry. Each

association exist to achieve certain objectives and targets through certain control gadgets, execution evaluation is one of the control gadget concocted by the corporate world to finish their objectives and goals.

ii. GOALS OF THE STUDY

- To anticipate the current strategies for performance appraisal framework received in organization.
- To anticipate the recurrence of performance appraisal framework.
- To think about the representative performance in the wake of going to evaluation framework in the organization.
- To think about the ideal technique for performance appraisal framework in organization.
- To think about the representatives conclusion towards execution evaluation framework in the organization.
- To think about the representative utilization of examination in upgrading their abilities and learning and so on.

iii. METHODS OF APPRAISAL

Here is a portion of the techniques for performance appraisal methods which you can actualize immediately

Every technique for performance appraisal has its qualities and shortcomings might be appropriate for one association and non-reasonable for another. Thusly, there is no single evaluation technique acknowledged and utilized by all associations to quantify their workers' performances.

Traditional Methods	Modern Methods
1) Method of Ranking	1) Behaviorally anchored rating scales
2) Grading Method	2) MBO
3) Paired comparison	3) Cost accounting method
4) Method of Forced choice	4) Assessment center's
5) Method of Forced distribution	5) 360-degree appraisal
6) Method of Checklist	6) Assessment center's
7) Method Graphic scale	
8) Method of Essay	
9) Method of Critical incidents	
10) Method of Field evaluation	
11) Private report	

Table 1: Various Appraisal Methods

iv. PROPOSED METHODOLOGY:

1. Ishikawa 360



Fig 1: 360 performances

Appraisal Method

Following five are the principal portions of 360-degree examination:

1. Self-assessment
2. Appraisal by managers
3. Appraisal by dependents
4. Peer assessment
5. Potential examination

2. Examination of Performance Appraisal (PA) System by Fish Bone Method

Introduction

Fishbone drawings are causal charts made by Kaoru Ishikawa (1968) that show the explanations behind a specific event generally called Ishikawa traces, herringbone drawings, cause and effect diagrams. It is extraordinarily significant and recognizes various possible purposes behind an effect or issue. It can be used to structure a meeting to create new thoughts. It gives a deliberate technique for looking and the causes that make negative outcomes for action or process. The framework of the graph looks much like the

skeleton of a fish. Along these lines, it is routinely insinuated as the fishbone plot.

Methodology and Procedure:

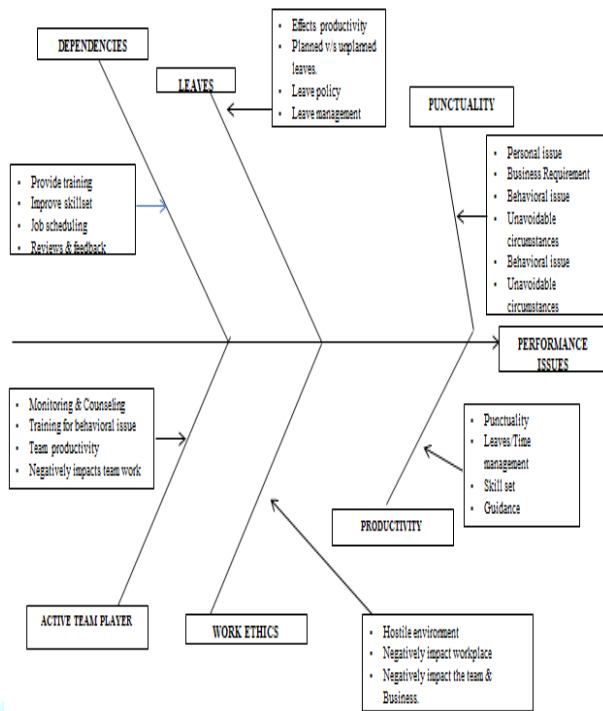


Figure 2: Fish Bone Diagram

The major factors that effects the performance of an employee is due to Various reasons which can be:

1. Punctuality
2. Productivity
3. Leaves
4. Work Ethics
5. Dependencies
6. Active Team Player

PUNCTUALITY:

If an Employee is not punctual that is he frequently comes late to Work due to various reasons which might be

Personal issue: that is an employee has some personal issues to deal with.

Business Requirement: which can be if he has to attain meeting before time, or he worked for late nights to accomplish the organizational tasks etc.

Behavioural issue: A person may have the behaviour to come late, or addicted.

Unavoidable circumstances: this can be due to whether, or transportation problem, traffic problem or any unavoidable circumstances.

PRODUCTIVITY

The productivity of the company is affected due to various reasons which can be

Punctuality:

If an employee is not punctual on his work it directly affects the productivity of an employee in an organization, as he is unable to manage the time which is available.

Leaves/Time management:

The productivity is affected if an employee takes many leaves and also he is unable to manage the time allocated for a particular project.

Skill set:

Employee has to be trained in the skills which is required if he is not that much skilled to handle that project or the project needs higher level of skill set, to avoid that condition training must be needed for an employee.

Guidance:

If an employee is new to the organization proper guidance has to be given by the supervisor, if this is not done this may cause in low performance which affects the productivity of the organization.

LEAVES:

Leaves can be a planned leave or unplanned.

If an employee take the planned leave it is helpful for the team lead to organize the task or divide the responsibilities among the available team member.

If an employee takes unplanned leave due to any personal issue, this puts the team manager in trouble as the number of manpower required to complete the task is not available which in turns affects the overall productivity.

Effects productivity: If an employee takes many leaves it affects the productivity.

Planned v/s unplanned leaves.

If an employee has taken planned leave it is easy for project manager to divide the work among the available employees.

If an employee has taken an unplanned leave, which might be due to some health issue which is unavoidable than this affects the productivity.

Leave policy

Leave management: this is the responsibility of project manager to properly manage the leaves among the employees.

WORK ETHICS

Negatively impact workplace: if the workplace or work environment is surrounded by various negative people this effects the performance in an organization.

Negatively impact the team & Business:

If the team lead is partial or he is not good enough to handle the team than the productivity of the team is effected which directly effects the business

DEPENDENCIES

Provide training: If an employee is new or he is less skilled, provide them proper trainings by experts in their areas of interest.

Improve skillset: Improving the skill set by proper guidance and trainings.

Job scheduling: Proper scheduling the job among team members.

Reviews & feedback:

Review the employee by team lead and feedback must be taken about the employee performance among team.

Identifying whether the employee is now capable enough to handle the work individually or still he is dependent on others.

ACTIVE TEAM PLAYER

Monitoring & Counselling: counselling has to be done whether the employee is active among the team members and identifying his behaviour.

Training for behavioural issue:

Training must be provided to employees for proper behaviour with each individual Employee.

Team productivity

Because of any of the team member behaviour the entire team productivity is being effected which directly affects the overall team member's performance which in turns affects the company performances.

Negatively

Positive environment needs to be maintained among the company.

iv. Suggestions

- Company can use fishbone analysis tool for identifying causes and sub-causes for employee Performance Appraisal
- Company must use proper questionnaire format to draw a Diagram.
- Company should make necessary changes in policies according to Indian culture.
- Team leaders and Managers should adopt Democratic leadership styles so that it reduces the dissatisfaction People causes.
- Company should stop HIRE and FIRE policy and need check the candidate s background in case of experience and Performance.
- Organizations need to adopt proper performance appraisal system which is combination of Competitiveness and experienced base.

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