



**PERFORMANCE
APPRAISAL**


WBBBVI2V7

DEFINITION


According to Edwin B Flippo,

“Performance appraisal is a systematic, periodic and so far as humanly possible, an impartial rating of an employee’s excellence in matters pertaining to his present job and to his potentialities for a better job.”

OBJECTIVES OF APPRAISAL



- To determine the effectiveness of employees on their present jobs so as to decide their benefits.



- To identify the shortcomings of employees so as to overcome them through systematic guidance and training.



- To find out their potential for promotion and advancement.

PURPOSES OF PERFORMANCE APPRAISAL

- Performance appraisal helps the management to take **decision about the salary increase of an employee.**
- The continuous evaluation of an employee helps in **improving the quality of an employee in job performance.**
- The Performance appraisal brings out the facilities available to an employee, when the management is prepared **to provide adequate facilities for effective performance.**



- **It minimizes the communication gap** between the employer and employee.
- **Promotion** is given to an employee on the basis of performance appraisal.
- **The training needs of an employee can be identified** through performance appraisal.





- **The decision for discharging an employee.**
- **Performance appraisal is used to transfer a person.**
- **The grievances of an employee are eliminated through performance appraisal.**
- **The job satisfaction of an employee increases morale.**

CONCEPT OF PERFORMANCE APPRAISAL



Appraisal should be in writing and carried at least once a year.



The performance appraisal information should be shared with the employee.



Employee should have the opportunity to respond in writing to the appraisal.



Employees should have a mechanism to appeal the results of the performance appraisal.



Manager should have adequate opportunity to observe the employees



Anecdotal notes on the employee's performance should be kept during the entire evaluation period.