

PERFORMANCE APPRAISAL

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SYNOPSIS

- ❑ Definition and Meaning
- ❑ Purpose of Performance Appraisal
- ❑ Importance of Performance Appraisal
- ❑ Methods and Technique of Performance Appraisal
- ❑ Essentials of Effective Performance Appraisal
- ❑ Limitations of Performance Appraisal
- ❑ Process of Performance Appraisal

PERFORMANCE APPRAISAL

□ DEFINITION & MEANING

- i. Systematic evaluation of employees to understand the abilities of a person for further growth and development
 - Performance means to do something
 - Appraisal means to decide the value of work done

- ii. **According to views of Yoder**, Performance Appraisal is a formal procedure used in working organisations to evaluate personalities and contributions and potential of group members

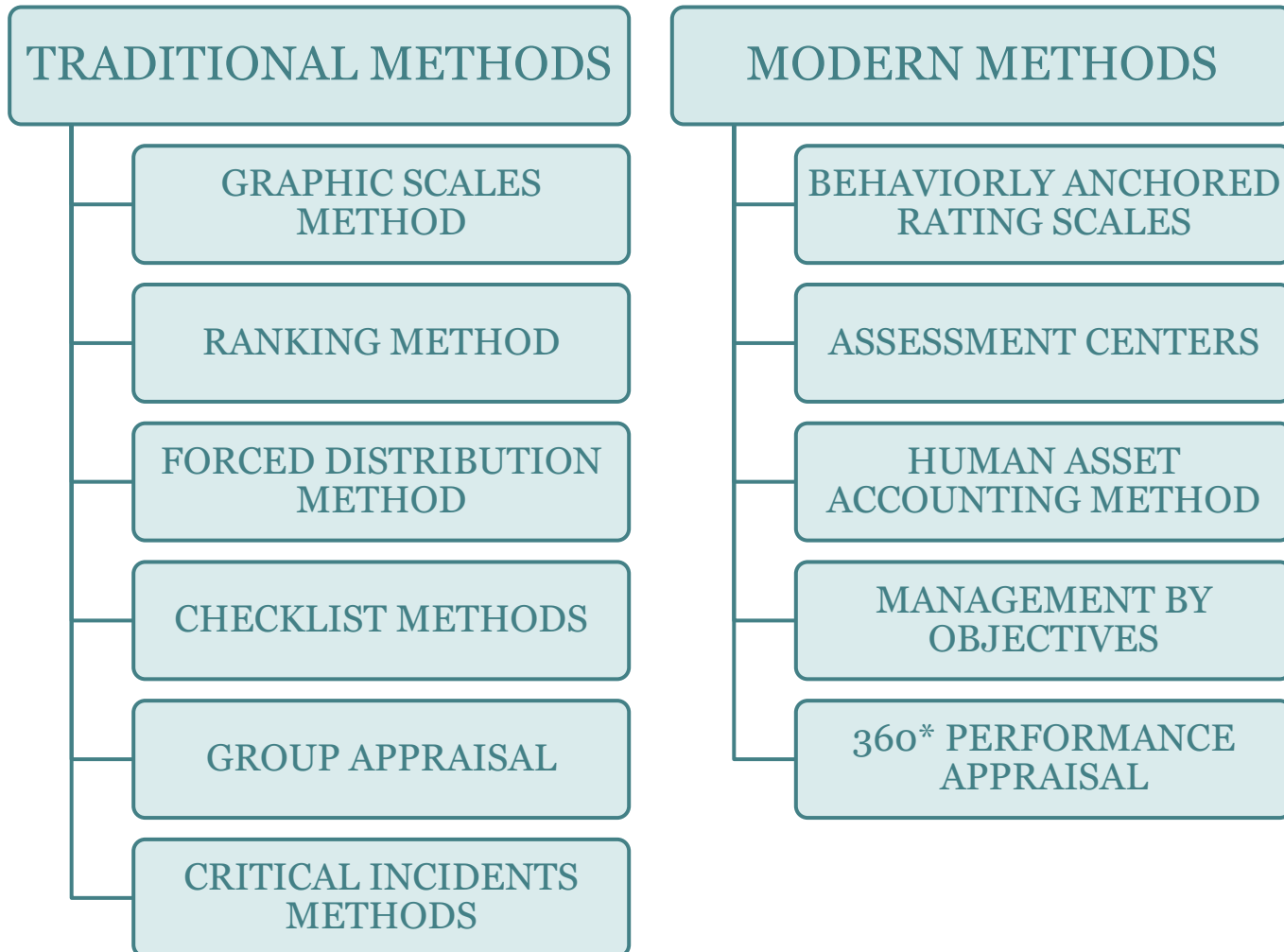
PURPOSE OF PERFORMANCE APPRAISAL

- i. Boosting the performance of the employees
- ii. Maintain records
- iii. Provide clarity of the expectations and responsibilities
- iv. Identifying the effective barriers to effective performance and resolving those barriers
- v. To diagnose the training and development needs
- vi. Helps to strengthen the relationship and communication

IMPORTANCE OF PERFORMANCE APPRAISAL



METHODS AND TECHNIQUES OF PERFORMANCE APPRAISAL



ESSENTIALS OF EFFECTIVE PERFORMANCE APPRAISAL

- Reliability And Validity
- Standardization
- Training to Appraisers
- Job Relatedness
- Legal Sanction
- Open Communication
- Employee Access to Results

LIMITATIONS OF PERFORMANCE APPRAISAL

- Halo Effect
- Problem of Leniency or Strictness
- Horn Effect
- Evaluate Performance Not Person
- Fear of Spoiling Relations
- Spillover Effect
- Cost Factor

PROCESS OF PERFORMANCE APPRAISAL



THANK YOU