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**Department of Management(BBA)**

**Presentation on Topic Performance  
Appraisal**

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# What is Performance Appraisal

- Performance appraisal is the step where the management finds out how effective it has been at hiring and placing employees.
- A “Performance appraisal” is a process of evaluating an employee’s performance of a job in terms of its requirements.
- It is the process of evaluating the performance of employees, sharing that information with them and searching for ways to improve their performance”.

# PERFORM

**purpose**

**Empowerment**

**Recognition  
and Rewards**

**Flexibility**

**Optimal  
Performance**

**Relationship**

**Morale**

# Why Performance Appraisal ?

## Why?

- Reward good performance
- Feedback to employees
- Employee development
- Documentation for future managers, legal purposes

# Employee

- Concrete and tangible particulars about their work
- Assessment of performance

# Organization

- Measuring the efficiency
- Maintaining organizational control.

## Aims at

- work satisfaction
- involvement in the organization. Personal development

- mutual goals of the employees & the organization.
- growth & development increase harmony & enhance effectiveness

# Methods of Performance Appraisal

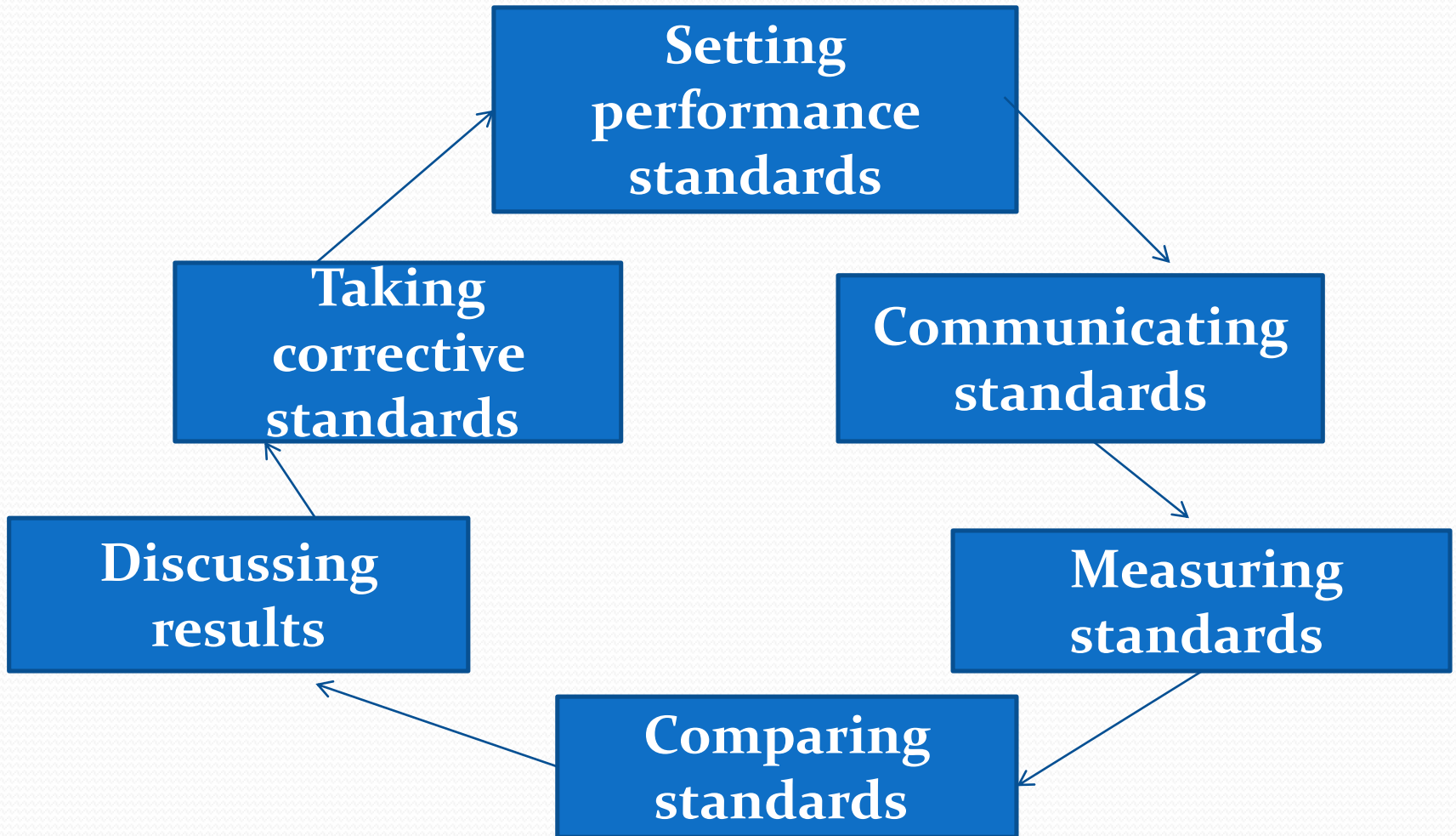
## Traditional Methods

- Paired comparison
- Graphic Rating scales
- Forced choice Description method
- Forced Distribution Method
- Checks lists
- Free essay method
- Group Appraisal
- Field Review Method

## Modern Methods

- Assessment Center
- Appraisal by Results or Management by Objectives
- Human Asset Accounting
- Behaviourally Anchored Rating scales

# Process



# **MBO Process** **(Management by Objective)**

- Set organizational goals
- Defining performance target
- Performance review
- feedback



# Problems in the Appraisal Interview

- Disagreement (between employee and manager)
- Defensiveness (when employee is given bad news in a non-constructive manner)
- Managers unwillingness to confront problem employees
- One-way communication (top-down only employee has no opportunity to respond)



Thank you!