

# EMPLOYEE PERFORMANCE OF JOB FUNCTION

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# PERFORMANCE OF JOB FUNCTION

- ▶ DESCRIPTION
- ▶ EMPLOYEE
- ▶ CLASSIFICATION
- ▶ TYPE
- ▶ AVERAGE OF CURRENT EMPLOYEE
- ▶ RATING

# WHY ARE JOB DESCRIPTIONS ARE IMPORTANT

## For EMPLOYERS

- ▶ To ensure coverage
- ▶ To structure compensation
- ▶ To plan training
- ▶ For strategic planning of human resources
- ▶ To assist compliance with labor laws

#### For EMPLOYEES

- ▶ For transparency
- ▶ For measuring performance
- ▶ To provide structure
- ▶ To assist conflict resolution

#### For RECRUITERS

- ▶ To assist communication throughout the recruitment process
- ▶ To identify qualified candidates

# JOB DESCRIPTION

## GENERAL PURPOSE JOB DESCRIPTION

- ▶ Job title
- ▶ Job Location
- ▶ Job summary
- ▶ Reporting
- ▶ Job duties

## SPECIFIC PURPOSE OF JOB DESCRIPTION

- ▶ Detailed duties and responsibilities
- ▶ Sub tasks
- ▶ How job is to be performed
- ▶ Essential functions

# HOW CAN EMPLOYEE PERFORMANCE BE IMPROVED

1. Investigate under performance issues
2. Encourage continuous communication
3. Foster a positive work environment
4. Training doesn't end at on boarding
5. Utilize data and platforms
6. Manage performance to encourage growth

# WHAT IS EMPLOYEE PERFORMANCE

Employee's performance is determined by how well they carryout their responsibilities and complete their required tasks effectively and efficiently

# Basic criteria of job classification

- ▶ Industry
- ▶ Function
- ▶ Competency level
- ▶ Employment type
- ▶ Organizational level
- ▶ Compensation level
- ▶ Formality



# JOB PERFORMANCE

- ▶ Job performance has been defined as the overall expected value from employees behavior's carried out over the course of a set period of time.
- ▶ Performance is a property of behaviour,or,plainly stated, what people do at work
- ▶ An employee's behaviour adds expected value to the organization

Recruitment compensation  
performance appraisal training programs  
EEO compliances

JOB DESCRIPTION

- ▶ Duties
- ▶ Tasks

JOB SPECIFICATION

- ▶ KNOWLEDGE
- ▶ SKILLS
- ▶ ABILITIES

# Average Of current employee's



# Rating

