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SUB : MANAGEMENT CONCEPT AND STRATEGY

TOPIC : PERFORMANCE APPRAISAL AND CAREER STRATEGY

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# INTRODUCTION

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Human Resource Management, or HRM, is the practice of managing people to achieve better performance.

Human Resource Management is the process of recruiting, selecting, inducting employees, providing orientation, imparting training and development, appraising the performance of employees, deciding compensation and providing benefits, motivating employees, maintaining proper relations with employees and their trade union, ensuring employees safety, welfare and healthy measure in compliance with labour laws of the land and finally following the Orders / Judgements of the concern High Court and Supreme Court, if any.

# PERFORMANCE APPRAISAL

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- ❑ Performance Appraisal in an organization help manager in measuring, evaluating recording of his/her actual performance.
- ❑ It is the formal evaluation of an individual job performance, it involve giving feedback to the individual and includes constructive solution for further improvement. It influences both employee and organizational development.
- ❑ The process of performance appraisal occurs both formally and informally.

# INFORMAL

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An informal appraisal is where the manager mentions that a particular job was performed well or poorly during the performance of the job or immediately after the job is performed. It is conducted on a day-to-day basis

# FORMAL

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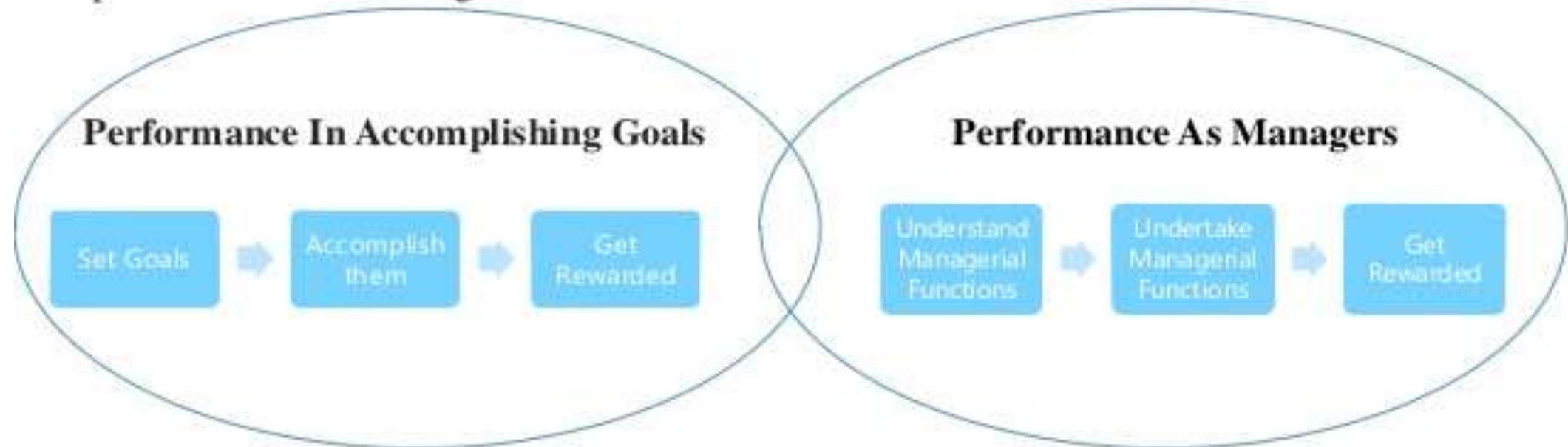
Formal appraisal occurs annually or semiannually on a systematic basis.

It has four major purposes:

- let employees know how their present performance is being formally rated.
- To identify those employees who deserve merit raises.
- To identify those employees who require additional training.
- To identify candidates for promotion.

## Choosing Appraisal Criteria

The appraisal should measure performance in accomplishing goals and plans as well as performance as a manager.



# APPRAISAL PROCESS

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**Step 1:** Establish performance standards. ...

**Step 2:** Communicate performance standards. ...

**Step 3:** Measure performance. ...

**Step 4:** Compare actual performance to performance standards. ...

**Step 5:** Discuss the **appraisal** with the employee. ...

**Step 6:** Implement personnel action.



# *OBJECTIVES OF PERFORMANCE APPRAISAL*

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Performance Appraisal can be done with following objectives in mind:

- 1.To maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
- 2.To identify the strengths and weaknesses of employees to place right men on right job.
- 3.To maintain and assess the potential present in a person for further growth and development.
- 4.To provide a feedback to employees regarding their performance and related status.
- 5.It serves as a basis for influencing working habits of the employees.
- 6.To review and retain the promotional and other training programmes.

# IMPORTANT

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- ☐ Performance Feedback
- ☐ Promotion
- ☐ Compensation
- ☐ Employees Development
- ☐ Validation of Selection Process
- ☐ Human Resource Planning
- ☐ Career Development

# CAREER STRATEGY

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A career strategy is any behavior, activity, or experience designed to help a person meet career goals. A career strategy represents a conscious choice by an individual as to the type of investment he or she is willing to make in attempting to reach career objectives. Ideally, people pursue a particular career strategy based on the expectation that it will result in the greatest chances of achieving personal and professional success.

Research on the effectiveness of various career strategies suggests that developing a variety of skills and having a diverse number of work experiences significantly improves one's chances of attaining career success. Other research has found that the use of strategies such as self-nomination and networking contribute to an individual's career success. The usefulness of a particular career strategy is dependent on a number of factors, including the nature of the job, the type of the industry, and the culture and norms of the particular organization. Indeed, a career strategy that might be successful in one case might not work in another.

# CAREER STRATEGY

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It should be designed to utilize strengths and overcome weakness in order to take advantages of career opportunities.

Preparation Of A Personal Profile



Development Of Long-range Personal And Professional Goals



Analysis Of Personal Strengths And Weakness



Development Of Strategic Career Alternatives



Implementation Of The Career Plan



Monitoring Progress

# WHY ARE CAREER STRATEGIES IMPORTANT?

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Having a career strategy will provide you with the motivation you will need to figure out what you really want from your career and work towards your goals. It will give you a sense of ownership over your future.

thank  
you