

## **Human Resource Management**



Submitted To	
Course Instructor	Sir Faisal Masood

Submitted By	
Name	Reg. No#
Muhammad Daniyal Khan	21 – CS – 95

**Department of Computer Science**  
**University of Engineering & Technology (UET), Taxila**

## **Performance Appraisal**

### **Performance Appraisal**

The term “performance appraisal” refers to the regular review of an employee’s job performance and overall contribution to a company. Also known as an annual review, employee appraisal, performance review or evaluation, a performance appraisal evaluates an employee’s skills, achievements, and growth, or lack thereof.

Companies use performance appraisals to give employees big-picture feedback on their work and to justify pay increases and bonuses, as well as termination decisions. They can be conducted at any given time but tend to be annual, semiannual, or quarterly.

### **Purpose of Performance Appraisal in HRM**

Performance appraisals are usually designed by human resources (HR) departments as a way for employees to develop in their careers. They provide individuals with feedback on their job performance, ensuring that employees are managing and meeting the goals expected of them and giving them guidance on how to reach those goals if they fall short.

Because companies have a limited pool of funds from which to award incentives, such as raises and bonuses, performance appraisals help determine how to allocate those funds. They provide a way for companies to determine which employees have contributed the most to the company’s growth so that companies can reward their top-performing employees accordingly.

Performance appraisals also help employees and their managers create a plan for employee development through additional training and increased responsibilities, as well as to identify ways that the employee can improve and move forward in their career.

### **How Performance Appraisal Work?**

Human resources (HR) departments typically create performance appraisals as a tool for employees to advance in their careers. They give people feedback on how well they are doing in their jobs, ensuring that they are managing and achieving the goals set for them and assisting them if they fall short.

Performance evaluations assist in determining how to distribute a company's limited budget for giving out incentives, such as raises and bonuses. In addition, they give businesses a tool to identify the workers who have made the most contributions to their expansion so that they may appropriately reward their top performers.

Performance reviews also assist employees and their managers in identifying areas for improvement and career advancement, as well as in developing a strategy for the employee's development through extra training and more responsibility.

### **Methods of Performance appraisal**

Two types of methods we have study in performance appraisal.

- Traditional methods
- Modern methods

These methods have also been having further types that we have study. Let overview one by one these methods.

## **Traditional methods**

Traditional methods of performance appraisal typically involve evaluating an employee's performance based on various criteria, often conducted annually or semi-annually. Here are some common traditional methods:

1. **Graphic Rating Scales:** This method involves using a scale to rate employees on various aspects of their performance, such as quality of work, communication skills, punctuality, etc. Ratings are typically numerical or descriptive, allowing for easy comparison between employees.
2. **Checklists:** Managers use predefined checklists to evaluate employees against specific criteria or behaviors. Each criterion may have a list of descriptors, and the manager checks off which ones apply to the employee's performance.
3. **Behaviorally Anchored Rating Scales (BARS):** BARS combine elements of graphic rating scales and critical incident techniques. Specific behavioral examples are used as anchors for each point on the scale, providing a more objective basis for evaluation.
4. **Management by Objectives (MBO):** In this method, managers and employees collaborate to set specific, measurable, achievable, relevant, and time-bound (SMART) objectives. At the appraisal period, performance is assessed based on the achievement of these objectives.
5. **360-Degree Feedback:** This method involves gathering feedback from multiple sources, including managers, peers, subordinates, and sometimes customers. The feedback provides a comprehensive view of an employee's performance from various perspectives.

## **Modern Methods**

Modern methods of performance appraisal aim to address some of the limitations of traditional approaches and often leverage technology and more dynamic feedback mechanisms. Here are some modern methods:

1. **Continuous Feedback and Performance Management:** Instead of waiting for annual or semi-annual reviews, continuous feedback involves providing ongoing, real-time feedback to employees. This can be facilitated through digital platforms, allowing for quick, frequent, and targeted feedback on specific tasks or projects.
2. **360-Degree Feedback Software:** While 360-degree feedback is not a new concept, modern software platforms streamline the process by automating survey distribution, data

collection, and analysis. These platforms often include features for anonymity, customizable surveys, and reporting tools for comprehensive insights.

3. **Performance Analytics and Data-Driven Insights:** Leveraging data analytics, organizations can analyze various performance metrics and patterns to gain insights into employee performance trends, strengths, and areas for improvement. This approach allows for more objective assessments based on quantitative data.
4. **Goal Management Systems:** Like MBO, goal management systems involve setting and tracking SMART goals throughout the performance period. Modern software platforms facilitate goal setting, progress tracking, and alignment with organizational objectives, promoting transparency and accountability.
5. **Continuous Performance Development Platforms:** These platforms integrate performance management with learning and development initiatives. Employees can access personalized development resources, training modules, and coaching opportunities based on their performance goals and areas for improvement.

## **Process of Performance Appraisal**

The process of performance appraisal typically involves several steps:

1. **Goal Setting:** At the beginning of the performance period, employees and managers establish clear, measurable, and achievable goals or objectives. These goals should align with the employee's job role, responsibilities, and the overall objectives of the organization.
2. **Performance Monitoring:** Throughout the performance period, managers and employees monitor progress towards the established goals. This may involve regular check-ins, progress reviews, or ongoing feedback sessions to ensure that employees stay on track and receive support when needed.
3. **Data Collection:** Managers collect relevant data and evidence related to employee performance. This may include performance metrics, project outcomes, customer feedback, peer evaluations, and any other relevant information that provides insight into the employee's performance.
4. **Performance Review:** At the end of the performance period or during scheduled appraisal cycles, managers conduct formal performance reviews with employees. During these reviews, managers provide feedback on the employee's performance, highlighting strengths, areas for improvement, and opportunities for development.

5. **Evaluation and Rating:** Managers evaluate the employee's performance based on predetermined criteria, such as goal achievement, job competencies, communication skills, teamwork, and other relevant factors. Ratings may be numerical, descriptive, or based on a predefined scale, depending on the appraisal method used.

6. **Feedback and Discussion:** Managers share the results of the performance evaluation with employees and engage in open and constructive discussions about their performance. This includes acknowledging achievements, addressing areas for improvement, and setting goals for future development.

7. **Development Planning:** Managers and employees collaborate on creating a development plan that outlines specific actions and strategies for improving performance and achieving career goals. This may involve additional training, skill development, mentoring, or other forms of support.

8. **Performance Documentation:** Managers document the results of the performance appraisal, including feedback, ratings, development plans, and any other relevant information. This documentation serves as a record of the employee's performance and is used for future reference, decision-making, and accountability.

9. **Follow-Up and Monitoring:** After the performance appraisal process, managers continue to monitor employee performance and provide ongoing support and feedback as needed. This ensures that employees have the resources and guidance they need to succeed and grow in their roles.

10. **Reward and Recognition:** Based on the performance appraisal results, employees may be eligible for rewards, recognition, or incentives for their achievements and contributions. This could include salary increases, bonuses, promotions, or other forms of acknowledgment for outstanding performance.

Overall, the performance appraisal process is designed to assess employee performance, provide feedback, support development, and align individual goals with organizational objectives. It is an essential tool for promoting employee growth, engagement, and productivity within the organization.

## Benefits of Performance Appraisals

Here is a list of advantages that performance appraisals bring to the table:

- They help supervisors plan promotions for solid, performing employees and dismiss inefficient workers.

- They help the organization decide how to compensate the employees best. Also, companies can use performance appraisal records to help determine extra benefits and allowances.
- They can call attention to employee weaknesses and help set up training programs in-house.
- The performance appraisals can help make changes in the selection process which inevitably help hire better employees.
- Performance reviews effectively communicate the employee's performance status and provide a great way to give feedback on how the employee is doing at their job.
- Performance evaluations are a great motivational tool, providing a snapshot of the employee's efficiency. This snapshot, in turn, can incentivize the individual to improve their performance.

## Conclusion

performance appraisal is a critical component of effective performance management within organizations. By setting clear objectives, providing regular feedback, and evaluating employee performance, organizations can foster a culture of accountability, continuous improvement, and alignment with strategic goals. A well-executed performance appraisal process enables employees to understand their strengths and areas for development, facilitates communication between managers and employees, and ultimately contributes to the overall success of the organization. As organizations continue to evolve, adapting and refining their performance appraisal processes will be essential in maximizing employee potential, driving organizational performance, and maintaining a competitive edge in the marketplace.