

## **PERFORMANCE APPRISAL**

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### **Abstract**

Performance appraisal helps organizations to determine how employees can help to achieve the goals of organizations. Performance Appraisal is essential in the decision making regarding various personnel aspects such as promotion and merit increases. It helps in assessment of the employees past performance and potential and their strengths and weaknesses. It can become available through a suitably designed performance appraisal.

### **Introduction**

The performance appraisal should be based on the employees achievements vis-à-vis what they were expected to do in the year. Fair and continuous evaluation of the performance of the employee is essential not only for the growth of the organization but also for the development of the individual employees. It helps to identify the good performers and low performers.

### **Need of the study**

- To provide feedback information about the level of achievement and behavior of the subordinates.
- To determines employee's potentialities.
- To provide information about Performance ranks.
- To assessing employee's actual performance relative to their standards.

### **Objectives of the study**

- To study existing performance appraisal.
- To find out how well the employees are performing the job and establish a Plan of improvement.
- To know how management is taking decisions regarding promotion and wages based on performance appraisal.

### **Review of Literature**

"Performance appraisal is an organization system comprising deliberate processes for determining staff accomplishment to improve staff effectiveness". This history of performance appraisal is quite brief. Its roots in the early 20<sup>th</sup> century can be traced to Taylor's pioneering time and motion studies. As a distinct and formal management procedure used in the evaluation of work performance appraisal really dates from the Second World War –not more than 60 years ago.

### **Research Methodology**

#### **Data Collection Methods:**

Collection of data is classified into primary and secondary data.

**Primary Data:** It includes interaction with the employees by direct method and by administrative questionnaire to the employees and is collected by using following methods.

- 1) Personal observation
- 2) Interview method

3) Questionnaire

**Secondary Data:** It is collected by using the following methods

- 1) Company records
- 2) Test books and manuals
- 3) Job description of employees

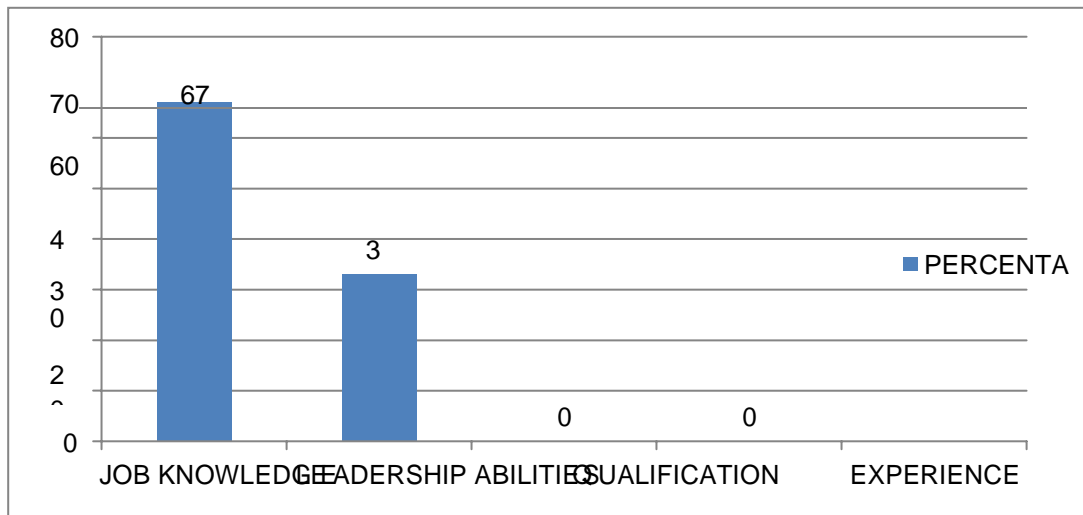
**Results & Discussion**

**EMPLOYEE OPINION ON FACTORS WHILE CONSIDERING THE PERFORMANCE APPRAISAL.**

**TABLE 4.1**

S.NO	OPINION	RESPONDENT	PERCENTAGE
1	Job Knowledge	80	67%
2	Leadership Abilities	40	33%
3	Qualification	0	0%
4	Experience	0	0%
5	All The Above	0	0%
	<b>TOTAL</b>	<b>120</b>	<b>100%</b>

**GRAPH5.1**



**INTERPRETATION:**

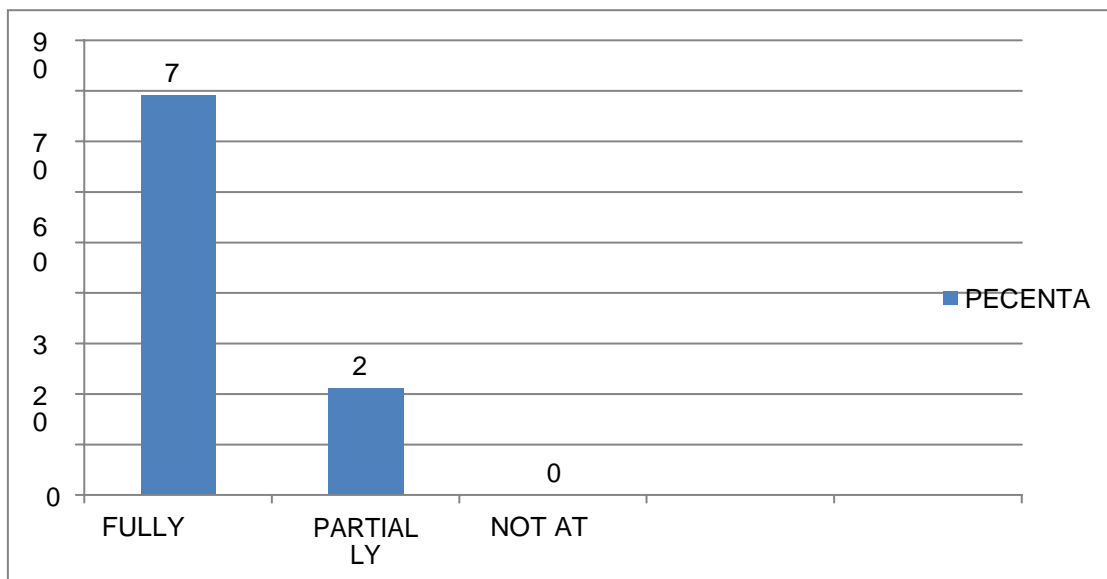
From the above table and figure 5.1 depicts that 67% of the employees opined that considering job knowledge, 33% of the employees opined that considering leadership abilities remaining employees are opined that no. Hence, It can be conclude that most of the employees agreed Performance Appraisal is based on the considering all factors.

**EMPLOYEE'S OPINION ON AWARE OF THE PERFORMANCE APPRAISAL**

**TABLE 4.2**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	Fully Aware	95	79%
2	Partially Aware	25	21%
3	Not At All	0	0%
	<b>TOTAL</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.2**



**INTERPRETATION:**

From the above table and figure 5.2 depicts that 79% of the employees are opined that fully aware, remaining 21% of the employee are partially aware.

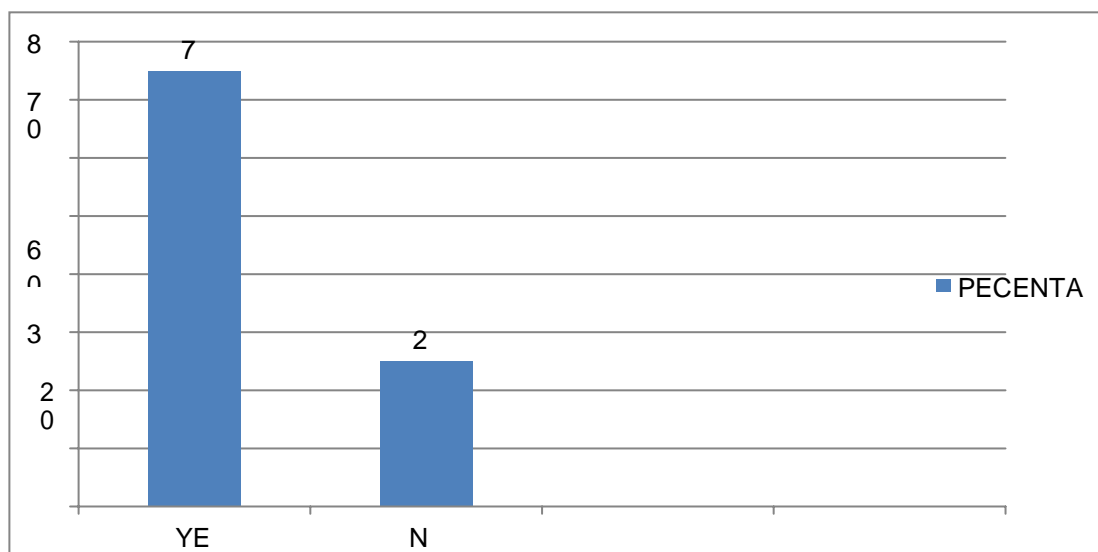
Hence, It can be conclude that most of the employees are fully aware considering Performance Appraisal.

**EMPLOYEE OPINION ON PERFORMANCE APPRAISAL PROVIDES HEALTHY COMPETITION IN COMPANY**

**TABLE 5.3**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	YES	90	75%
2	NO	30	25%
	<b>Total</b>	120	100%

**GRAPH 5.3**



**INTERPRETATION:**

From the above table and figure 5.3 depicts that 75% of the employees are opined that performance appraisal provides healthy competition in company.

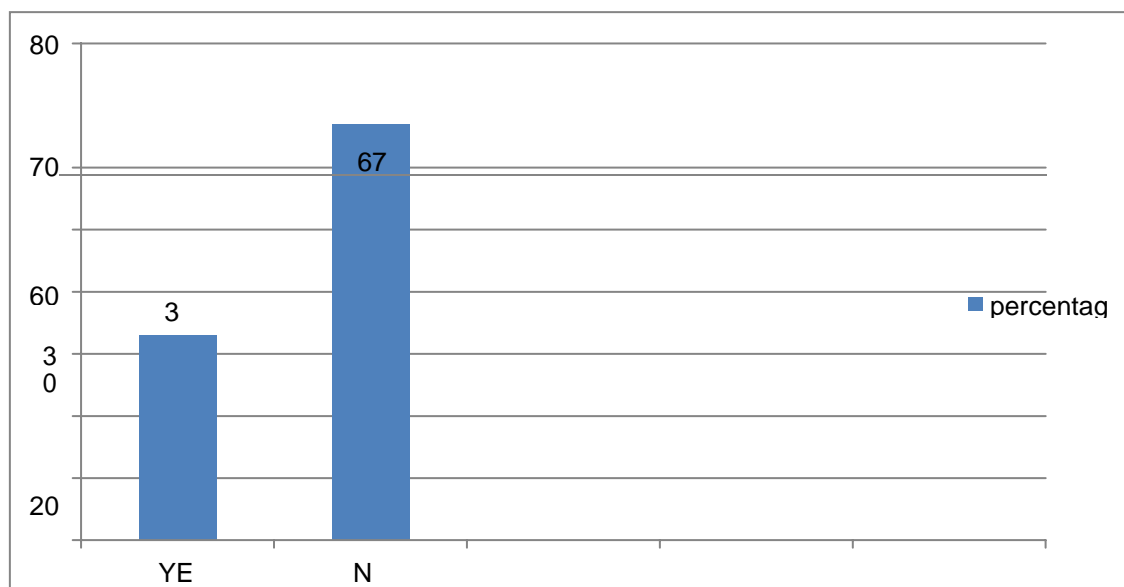
appraisal provides healthy competition in company, remaining 25% of the employees are opined that no. Hence, It can be conclude that most of the employees are opined on performance appraisal provides healthy competition in company

#### **5.4 EMPLOYEE'S OPINION ON PERFORMANCE APPRAISAL HELPS TO BUILD A PROPER RELATION BETWEEN SUPERIOR AND SUBORDINATES.**

**TABLE 5.4**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	YES	40	33%
2	NO	80	67%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.4**



#### **INTERPRETATION:**

From the above table and figure 5.4 depicts that 33% of the employees are opined that performance appraisal helps to built a proper relation between superior and subordinates in company, remaining 67% of the employees are opined that no.

Hence, It can be conclude that most of the employees are opined on performance appraisal is not help to built a proper relation between superior and subordinates.

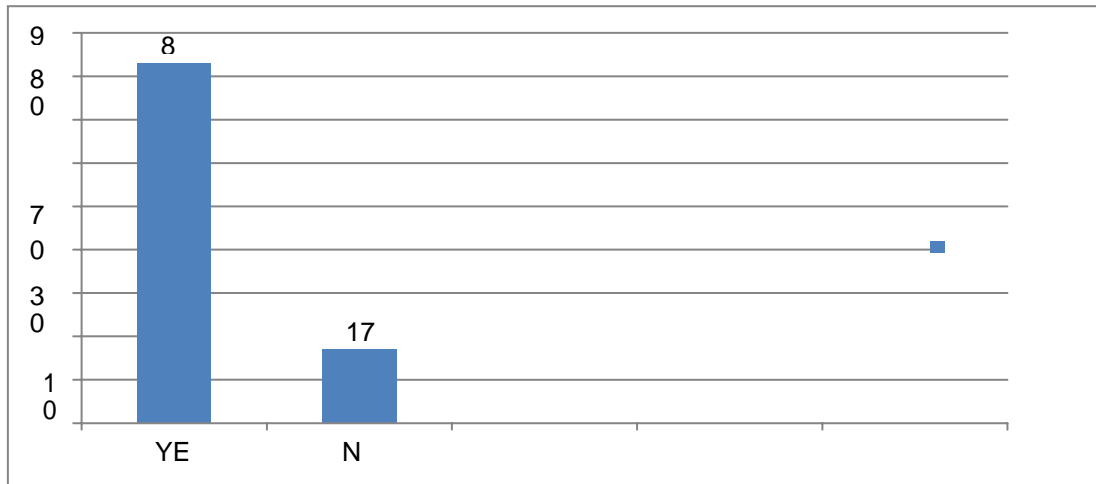
#### **5.5. EMPLOYEES OPINION ON PREVIOUSLY ANY APPRAISAL TO YOURS PERFORMANCE**

**YOURS**

**TABLE 5.5**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	YES	100	83%
2	NO	20	17%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.5**



**INTERPRETATION:**

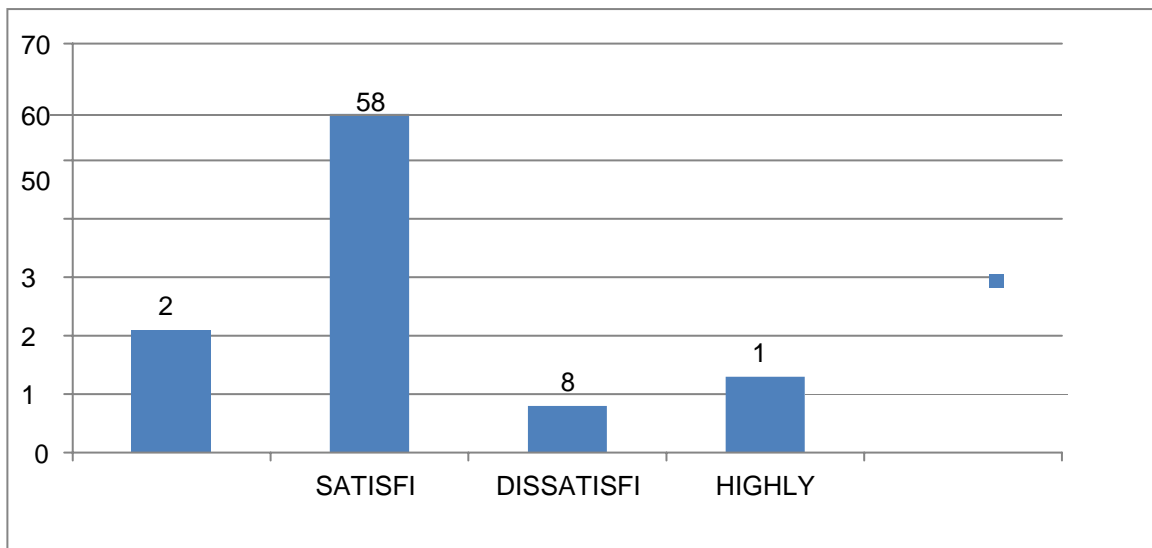
From the above table & figure 5.5 depicts that 83% of the employees are opined that any appraisal to yours performance in company, remaining 17% of the employees are opined that no Hence, It can be conclude that most of the employees are opined on previously performance appraisal was appraised.

**EMPLOYEE OPINION ON LEVEL OF SATISFACTION WITH THE CURRENT PERFORMANCE APPRAISAL IN ORGANIZATION**

**TABLE5.6**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	Highly Satisfied	25	21%
2	Satisfied	70	58%
3	Dissatisfied	10	8%
4	Highly Dissatisfied	15	13%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.6**



### INTERPRETATION:

From the above table & figure 5.6 depicts that 8% of employees are opined that dissatisfied, 13% of employees are opined that highly dissatisfied, 58% of employees are opined that satisfied, 21% of employees are opined that highly satisfied towards level of satisfaction with the current performance appraisal in their organization.

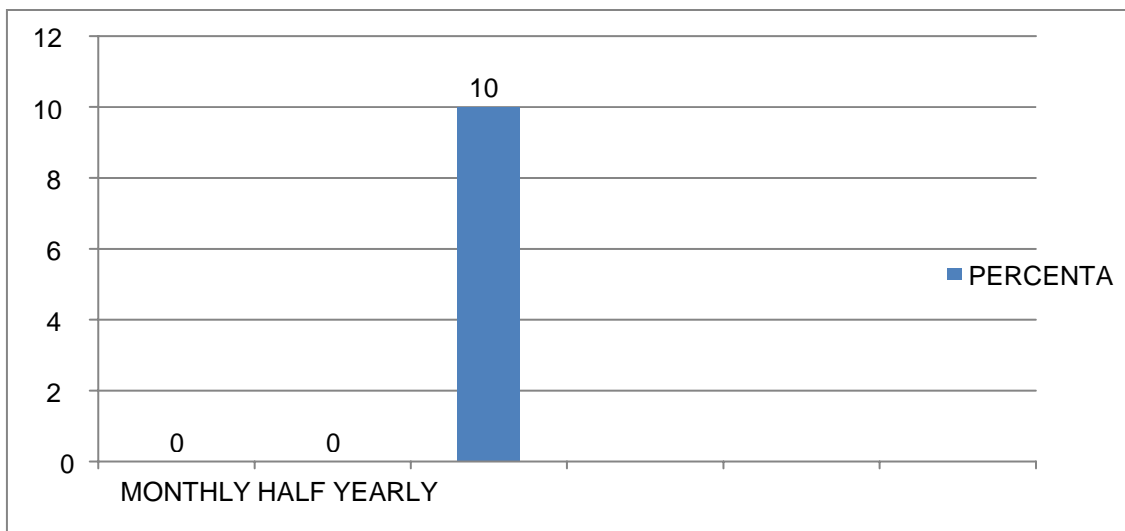
Hence, It can be conclude that most of the employees are opined that on current performance appraisal is satisfied their organization.

### EMPLOYEE OPINION ON CONDUCT OF PERFORMANCE APPRAISAL

TABLE 5.7

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	Monthly	0	0%
2	Half Yearly	0	0%
3	Annually	120	100%
	<b>Total</b>	<b>120</b>	<b>100%</b>

GRAPH 5.7



### INTERPRETATION:

From the above table & figure 5.7 depicts that 100% of the employees are opined that annually on conduct of performance appraisal.

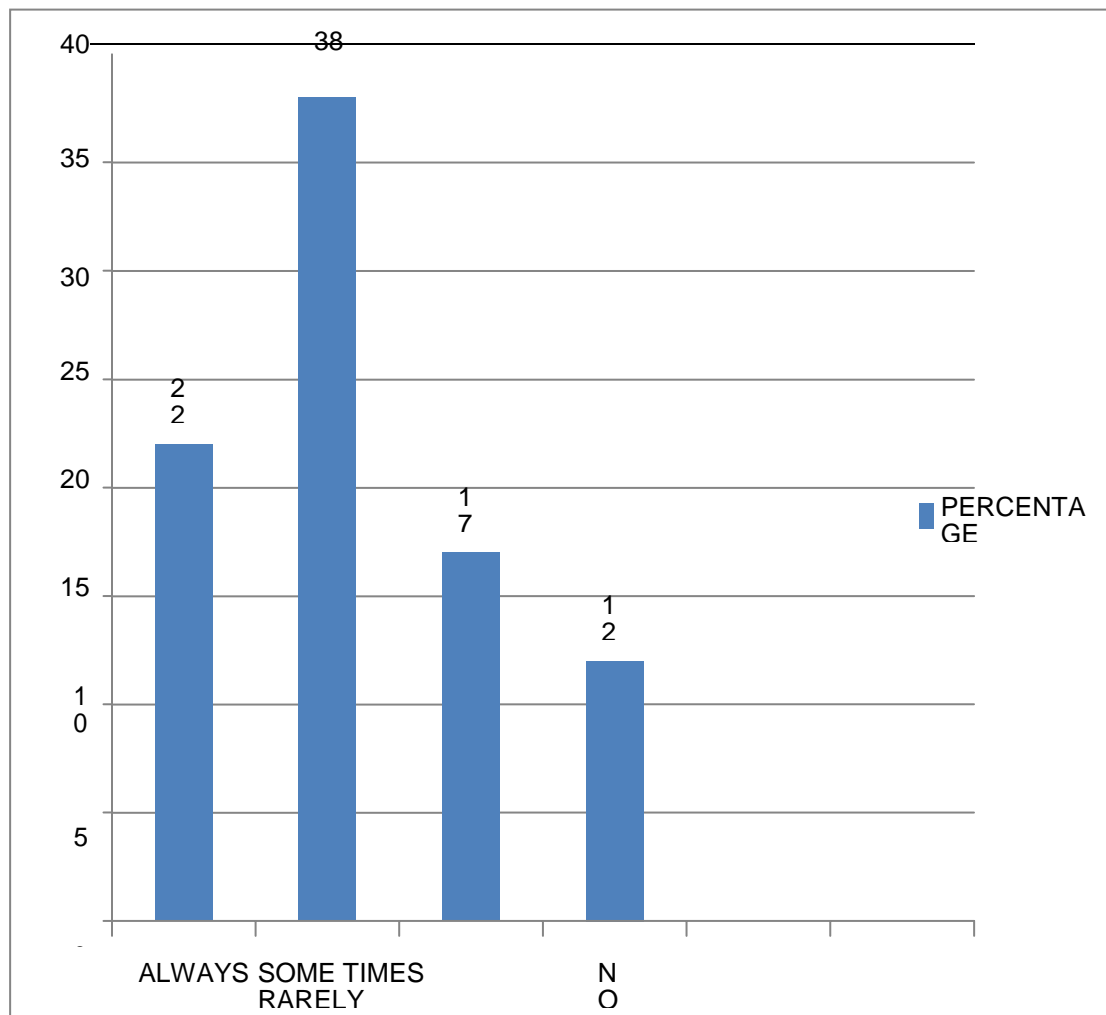
Hence, It can be conclude that most of the employees are fully agreeing on performance appraisal is conduct annually.

### EMPLOYEES OPINION ON PERFORMANCE APPRAISAL PROGRAM BENEFITED PERSONALLY TO EMPLOYEES IN ORGANIZATION.

Table 5.8

S.no	OPINION	RESPONDENTS	PERCENTAGE
1	ALWAYS	10	22%
2	SOME TIMES	70	38%
3	RARELY	10	17%
4	NO	40	12%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.8**  
**INTERPRETATION:**



From the above table and figure 5.9 depicts 22% of the employees are opined that always option, 38% of the employees are opined that sometimes option, 17% of the employees are opined that rarely option, 12% of the employees are opined that no option.

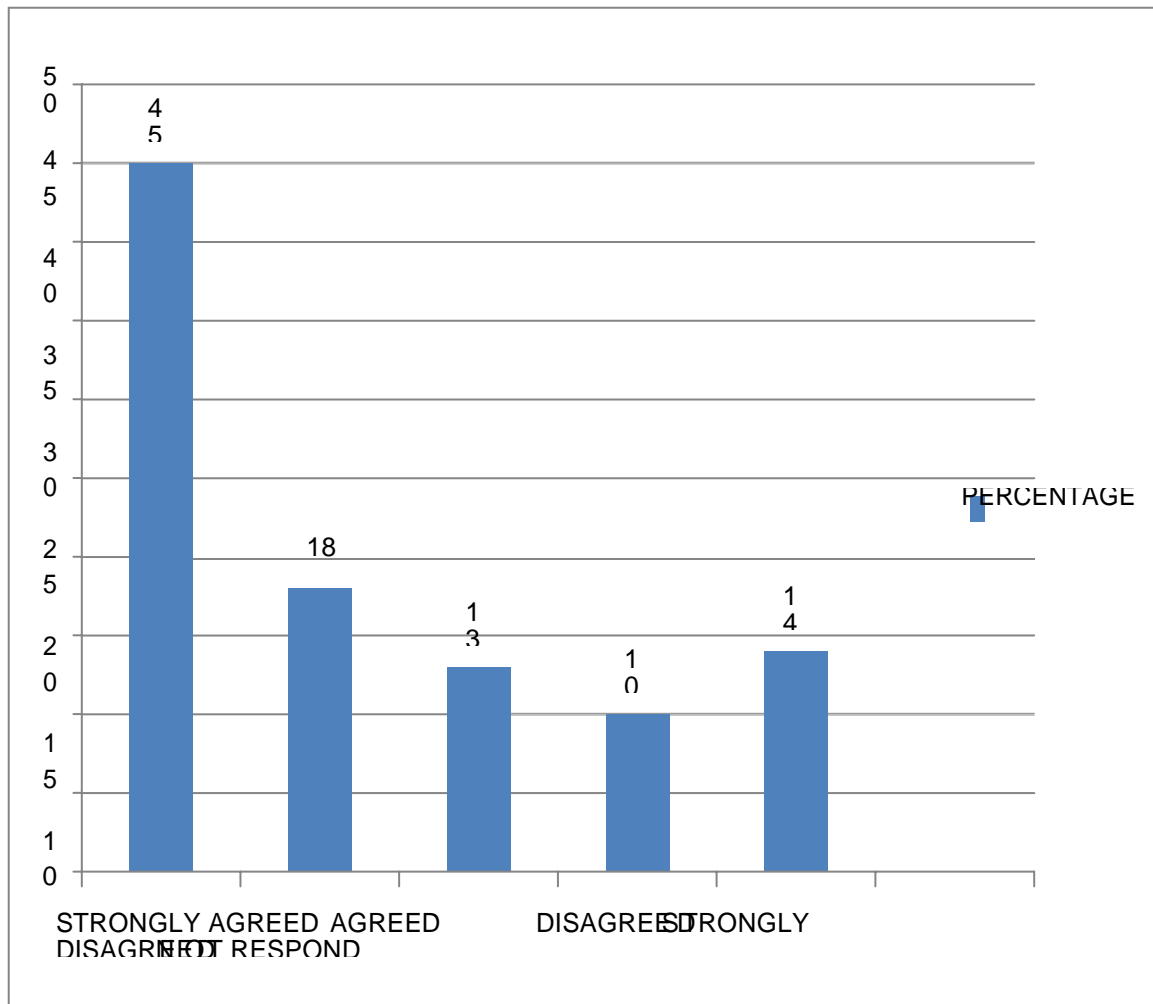
Hence, It can be conclude that most of the employees are agreeing on performance appraisal program benefited sometimes.

#### **5.9. EMPLOYEES OPINION ON THE APPRAISAL IS FAIR AND UNBIASED**

**Table 5.9**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	Strongly Agreed	54	45%
2	Agreed	22	18%
3	Disagreed	15	13%
4	Strongly Disagreed	12	10%
5	Not Respond	17	14%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.9**



**INTERPRETATION:**

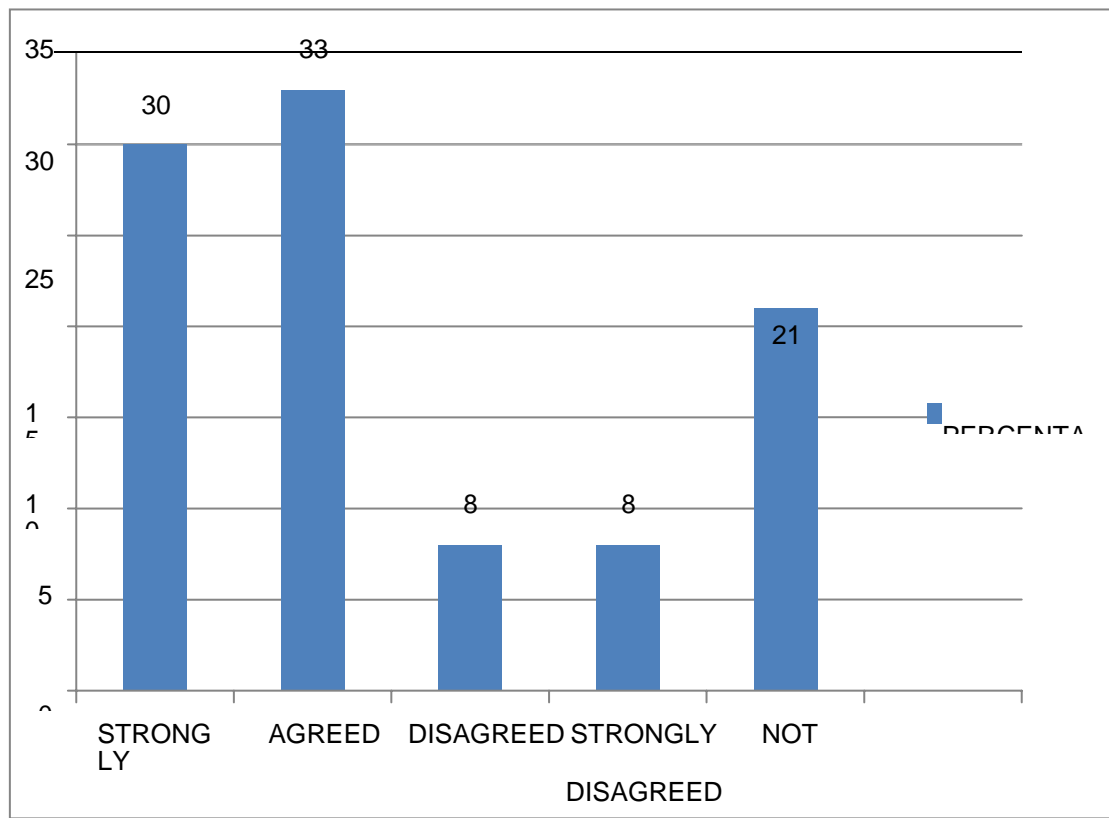
From the above table and figure 5.9 depicts that 18% of the employees are opined that appraisal is fair and unbiased, 45% of the employees are opined that strongly agreed, 15% of the employees are opined that disagreed regarding appraisal, 10% of the employees are opined that strongly disagreed. Hence, It can be conclude that most of the employees are agreed regarding appraisal is fair and unbiased.

**5.10EMPLOYEE OPINION ON APPRAISAL IS MOTIVATING TO AN INDIVIDUAL**

**TABLE 5.10**

S.NO	OPINION	RESPONDENTS	PERCENTAGE
1	Strongly Agreed	35	30%
2	Agreed	40	33%
3	Disagreed	10	8%
4	Strongly Disagreed	10	8%
5	Not Respond	25	21%
	<b>Total</b>	<b>120</b>	<b>100%</b>

**GRAPH 5.10**



**INTERPRETATION:**

From the above table and figure 5.10 depicts that 8% of the employees agreed regarding on appraisal is motivate an individual, 30% of the employees are strongly agreed, 33% of the employees are disagreed regarding appraisal, 8% of the employees are strongly disagreed, 21% of the employees are not respond. Hence, It can be conclude that most of the employees are agreed regarding the appraisal is motivate to an individual.

**Conclusion**

In AplCanpack Pvt Ltd, Company Provides healthy competition, fair and unbiased, motivate, know strength and weakness, accurate judgment, growth and learning workforce through performance appraisal for employees.

Every company feels that employees are real assets for their development. Company can fulfill their objectives by employees. Performance appraisal is very important to every organization.

**References**

1. Deith Davis (2016), Human Relation at Work (12 th Edition)
2. Tripathi(2012), Personnel management & industrial Relations ( 7 th Edition)
3. P. Subba Rao(2015), Essentials of Human Resources and Industrial Relations (9 th Edition)