

PERFORMANCE APPRAISAL (BASED ON NEWSPAPER AGENCY)

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ABSTRACT

Performance Appraisal is the process of making an assessment of the performance and progress of the employees of an organization. Once an employee has been inducted into the organization and given the necessary training, the next step is to assess his performance periodically. Such an assessment would indicate whether he is effective or not. The method or the parameter is not fixed in practical, we can find out so many methods and theoretical methods. May be all the methods are not properly used in Practical manner in the organizations. Even in newspaper agency like “AAPKA FAISLA PRAKSHAN PVT. LTD” used some formats for performance appraisal. This paper has discussed those formats that are helpful for evaluating the performance of employees in Newspaper organizations. This paper practically explains the description of format A to format G. How these formats helps in assessing the performance in an “AAPKA FAISLA PRAKSHAN PVT. LTD”.

Keywords: Job, Department, Responsibility, Appraisee, Appraiser.

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OBJECTIVE OF THE STUDY:

- ✓ To judge the gap between the actual and the desired perform
- ✓ Helps to strengthen the relationship and communication between superior – subordinates and management – employees.
- ✓ Identifying the gaps in desired and actual performance and its cause –
- ✓ Other purposes (including job analysis and providing superior support, assistance and counseling) Introduction of the Project

INTRODUCTION OF THE PROJECT:

Performance appraisal is the process of obtaining, analyzing and recording information about the relative worth of an employee. The focus of the performance appraisal is measuring and improving the actual performance of the employee and also the future potential of the employee.

The information which I have taken is from newspaper agency. It's main head office located in Kohli which is 6 km away from the Hamirpur. In newspaper organization one criteria and one page of performance appraisal method is not applied. In newspaper organization different types of parameters are set .They used A to G method

Format A	RESPONSIBILITIES
Format B	SATISFACTORY
Format C	EASY AND DIFFICULT WORK
Format D	ATMOSPHERE
Format E	FEEDBACK
Format F	RATING
Format G	SUGGESTIONS

One Performance appraisal = Format A+ Format B+ Format C+ Format D+ Format E+ Format F+ Format G

SUGGESTIONS:

While adopting this method in any organization, consider some suggestions in any performance appraisal, due consideration must be given to the ethics of appraisal, falling which many organizational problems may crop up and the very purpose of appraisal may be defeated. The following are some suggestions and recommendations for appraisers and reviewers.

A) For Appraisee:

Following are five keys to help employees to overcome a bad appraisal:

1. Employees should complete a draft of the Performance Appraisal Form or Narrative Form. They will be supervised at how much they have accomplished.
2. They should go into the review assuming there will be some negatives, and think of the meeting as a way to learn what specific issues they have to work on to get to that next step. It's the boss's job to let the employee should try not to be offended. The employees' goal is convince the supervisors, in a positive manner, that they are willing to make that commitment.
3. Before going into a review, employees should carry a page with two columns, the first headed "Specific Areas of Strength" and the second, "Specific Areas of Improvement". It's very important that they hear both the good and the bad comments, because they will never improve, to their boss' satisfaction, if they deny, in their anger, that there are any areas needing improvement.
4. Employees should ask for clarification and specific examples if they hear generalizations or don't understand what the argumentative.
5. Employees should find out how their boss might solve these issues, and ask for another review in 30 days to address these specific issues, to see if headway is being made.

B) For Appraisers:

Appraising manager should prepare for the appraisal in following ways:

1. He must be well trained and he should know why the appraisal is needed.
2. Clarify expectations for the employee (a job description with a listing of duties and responsibilities).
3. Make the employee aware of performance standards, objectives, expectations and specific areas of accountability.
4. Encourage the employee to prepare for the meeting.
5. Review actual work performance in relation to the performance plan, objectives and outcomes.
6. Provide ongoing feedback on performance on day – to –day basis. If an employee is given ongoing feedback, then the annual appraisal should contain no surprises.
7. Schedule the appraisal meeting several days in advance.
8. Put the employee at ease at beginning of the appraisal meeting.
9. Allow the employee to engage in self – evaluation.

10. As soon as a performance is declined or affected, openly discuss with the employee to try to determine the cause of affecting the performance.
11. Provide positive feedback as well as negative feedback.
12. Keep a regular record of lack – a side attitude.
13. While appraising, he should make it clear to the employee that it is only his personal opinion of the facts as seen by him;
14. Use specific examples to illustrate employee’s accomplishments.
15. He should pass the appraisal information on only to those concerned subordinates with the process.

FORMATS

1. PERSONAL PARTICULARS											
First name											
Surname											
I CARD NO.											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>											
DATE OF BIRTH											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>											
Designation											
Department											
Entry date to the designation											
Location											

2. EDUCATIONAL QUALIFICATIONS

(a) Highest standard passed at school:		
(b) Post – school qualifications	Year	Major subjects
1.
2.
3.

	

3. PREVIOUS AND PRESENT EXPERIENCE IN THE ORGANISATION

From	To	Department	Occupational class
.....
.....
.....
.....

FORMAT 1+ FORMAT 2+ FORMAT 3 are the basic details of the employees. These are the basic for the preparing the following formats as well as statement

Format A To G

(a) Your job responsibilities are.....

(b)Do you think that the past year been good / bad/ satisfactory for you, and why?

(c)What is most easy and difficult work in your job?

(d)What kind of atmosphere in your office?

(e)Do you think feedback on good or poor progress is saved up to the end of the year?

(f)Rate these terms from 1 to 10 as per your knowledge:

• Commercial judgement	
• Product/ technical knowledge	
• Time management	
• Planning, budgeting and forecasting	
• Reporting and administration	
• Communication skill	
• IT/ equipment/ machinery skills	
• Meeting deadlines / commitments	
• Creativity	
• Problem – solving and decision - making	
• Team working and developing others	
• Energy, determination and work rate	
• Steadiness under pressure	
• Leadership	
• Adaptability, flexibility	
• Personal appearance and image	
• Corporate responsibility and ethics	
• Information sharing	
• Initiative	
• Accuracy	

(g) Suggestions For Improvement:

DECLARATION

I declare that the information above is true and correct.

Signature.....

Date.....

All above formats are in descriptive nature.In this formats employees can write their thoughts may be in English as well as Hindi.

CONCLUSION:

Thus this format is working each and every thing is ranked and at last we are able to analysis the problems and solutions for the growth of employee

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