

Performance Evaluation

It is defined as a formal & productive to measure an employee's work & results based on their job responsibilities.

All organisation that have learned the art of "winning from within" by focusing inward towards their employees.

Methods of Performance Evaluation:

1. Periodic performance evaluation is an employer's report card from his/her manager that works he/she has done.

2. An employer can provide consistent feedback on an employee strengths & strive for improvement in the area.

2. The management can effectively manage the team & conduct productive resource allocation after evaluating the goals.

4. Performance evaluation lets an employee understand where does he/she stands as compared to others.

- a) self-evaluation
- b) 360-degree employee evaluation
- c) Biographic rating scale
- d) Developmental checklist.
- e) Demanding even checklist.

Importance of performance evaluation:

1. Management Involvement
2. Goal setting
3. Learning & development
4. Feedback & coaching
5. Ongoing conversation.

## Procedure of Performance Evaluation:

1. Develop an evaluation form
2. Identify performance measure
3. Set guidelines for feedback
4. Create disciplinary & termination procedures.
5. Set an evaluation schedule.

1. What are the important functions of HRM?

2. Write a note on:-  
a) Job classification  
b) Job specification  
c) Job design.

3. Explain various steps involved in the selection of personnel.

4. What is job analysis? What steps are involved in the preparation of job analysis?

5. What do you mean by recruitment? What are the factors affecting recruitment?