

A Study on “Impact of Performance Appraisal on Employees”.

[A study on 50 employees of Polycab India Pvt Ltd-Halol]

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ABSTRACT: This study examined “IMPACT OF PERFORMANCE APPRAISAL ON EMPLOYEES” in Polycab India Private Limited. For the purpose of this study, descriptive research design was used. Simple random sampling technique was respectively used to select the respondents for the study.

The main objectives of this dissertation were to go into the Polycab India Private Limited and get overall information of Performance Appraisal, which method using for Performance Appraisal in Polycab India Private Limited which can be used as a dissertation purpose and should be keep confidential.

The dissertation data contains an overview of the activities and tasks that I have been worked on. In this dissertation I have also added the knowledge when I was working on it. I have been developed my skill and the practical exposure to practice the professional methods of social work. All data also contains the information which have been get during the dissertation and also contains the introduction, questionnaire's, data coding & analysis, review of literature, research methodology and sampling of the survey.

Keywords: Performance Appraisal, Skill, Impact, Professional methods of Social Work, Confidential, Design, Analysis.

I. INTRODUCTION

Performance Appraisal is an important task in every Organization, Company, Firm, Educational Institution, Corporate Management, Government Departments, for effective and systematic functioning of the Institution. The top level or the selected Management Leaders will perform or conduct this item of work to enable to assess the workability of an employee in relating to the said organizational goal or objectives. The

relative worth and stamina or skill of the employee will be reflected in the reports of the Performance appraisal. As a matter of fact, it is really a tool for invention, discovery, identification, examination and analysing the relative differences amongst the workers, employees with reference to the standards of the job chart, functions, specifications allotted by the Organization. Various systems of appraisal reflect the comparison of an employee with others for ranking or rating.

A performance appraisal is the periodic assessment of an employee's job performance as measured by the competency expectations set out by the organization. The performance assessment often includes both the core competencies required by the organization and also the competencies specific to the employee's job.

“Performance appraisal is a systematic, periodic, and so far as humanly possible, an impartial rating of an employee's excellence in matters pertaining to his present job and to his potentialities for a better job”

This is a business meeting between a worker and their managers in order to discuss how well they are doing in their work comment; the positive involvement of participant to an organizations goal is the same view, negative involvement is seen as alienation.

The personal qualities of an employee, his capability, his industriousness, his tact and temper, his attitude towards the taking up the responsibilities will be appraised through the Performance appraisal. An employee's knowledge of the work, department, ability to do the work efficiently, spirit of co-ordination, dependability, accuracy, Interpersonal skills, punctuality, enthusiasm, intelligence, initiative, zeal, self

confidence, leadership, fulfillment of the goals or objectives to reach the target, are the

measurable factors in the system of Performance Appraisal.

“Performance appraisal or performance review is a systematic process in which employee performance at work is evaluated in relation to the projects on which employee has worked and his contribution to the organisation. It is also known as an annual review or performance review.”

II. REVIEW OF LITERATURE:

Supervisor Support and Employee Performance

Blau, 1964, Immediate supervisors act as advocates for employees, gathering and distributing the resources needed by the employees for them to be able to do a good job and providing positive encouragement for a job well done. As the working environment factor, supervisor interpersonal role is important to encourage positive relations and increase self-confidence of the employee and in return improve employee performance.

Techniques of Performance Appraisal

IJBMR (2012)

The different techniques are used for performance appraisal that is can be divided as Traditional and non traditional form. The traditional form of appraisal is also known as “Free Form Method” it is just involved the overseeing and description of employee performance by his boss or superior, Assessment centre involves the informal events, tests and assignment that are given to the group of employees to evaluate their competencies, Human resource accounting method the performance of employee is evaluated in term of contribution and cost of employees.

Objective of the study:

1. The general objective of this study is to assess the impact of Performance Appraisal on employees' performance at the Polycab India Pvt Limited-Halol.
2. To explore the impact of Performance Appraisal on employees.
3. To know basic profile of the employees.
4. To identify contemporary Performance Appraisal techniques applied in the company.
5. To know if Performance Appraisal is influencing working habits of the employees.

Sample and Sampling Methods

Universe / Population

- The Universe for the Research is Polycab India Limited Company of Halol.
- In this target population will be the employees from the Polycab India Limited Company.

Sample

Sample is the representative of the whole universe. Here, the researcher has used simple random sampling method, and selected 50 respondents from Polycab India Limited-Halol.

Tool of data collection

Google forms were used as a tool of data collection.

Google Forms

Google Forms is a web-based app used to create forms for data collection purposes. Data gathered using the form is typically stored in a spreadsheet. Although there are other online survey apps, Google Forms is an excellent free option. Create polls, surveys, quizzes, and event registration sheets using Google Forms.

This method of data collection is quite popular. It is being adopted by private individuals, research workers, private and public organizations and even by governments. In this method a questionnaire prepared online is sent (usually by mail or through other social media apps) to the persons concerned with a request to answer the questions. A questionnaire sent online consists of a number of questions typed in a definite order on a form or set of forms.

III. FINDINGS

- Majority of the respondents says that performance appraisal is done yearly in their organization. · Majority of the respondents believe that the objectives of Performance Appraisal are Promotion, Assessing Training & development needs and Pay rise.
- Majority of the respondents feel that 360 Degree Feedback, performance appraisal technique is adopted in employees organization for employees performance appraisal program. · According to majority of the respondents supervisor rates the performance.
- Majority of the respondents believe that both on behavioral efficiencies basis and total output basis Performance appraisal is made.
- Majority of the respondents feel that post-appraisal interview is conducted in the organization. · Majority of the respondents believe that Yes, there is an action taken against poor performance. · Majority of the respondents feel that employees are awarded with their better performance. · Majority of the respondents feel that to performance appraisal have an impact on the performance of the employees.

- Majority of the respondents believe that Performance Appraisal system is necessary for the organization.
- Majority of the respondents are belongs to strongly agree that Performance Appraisal is important in the organization.
- Majority of the respondents feel that Impact of Performance Appraisal Techniques is positive.
· Majority of the respondents belongs to scale 4 on the scale 0-5 for an impact of performance appraisal on performance of employees.
- Majority of the respondents feel that Before fixing the annual task, there is a proper discussion between appraise and his reporting officer.
- Majority of the respondents are satisfied with the transfer and promotion policy of employees company.
- Majority of the respondents agree that sometimes partiality or dispute arise during this system.
· Majority of the respondents agree that sometimes supervisor appreciate their performance.
· Majority of the respondents feel that sometimes conflict arise between the employees by this system.
· Majority of the respondents are promoted from lower to higher post through this system.

Suggestions

- In order to be effective, commitment and support for the performance appraisal, advanced process is required from the HR department. Staff in regions testing out the performance appraisal process should be able to present the revised forms when applying for promotion.
- Similarly, supervision of performance appraisal should be integrated into existing supervisory systems and supervisors should be trained in what and how to supervise with regard to performance appraisal.
- Thought should also be given to linking the performance appraisal process to other related HR systems and processes, namely, quality assurance systems, performance-based reward programs, staff promotion and advancement, and training.
- Clear and simple guidance should be created for implementing the performance appraisal process.
· While yearly appraisals are inadequate, quarterly appraisals are too cumbersome. The evaluation team recommends that performance appraisal be conducted once a year with an abbreviated 6-month review.

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