



HUMAN RESOURCE MANAGEMENT

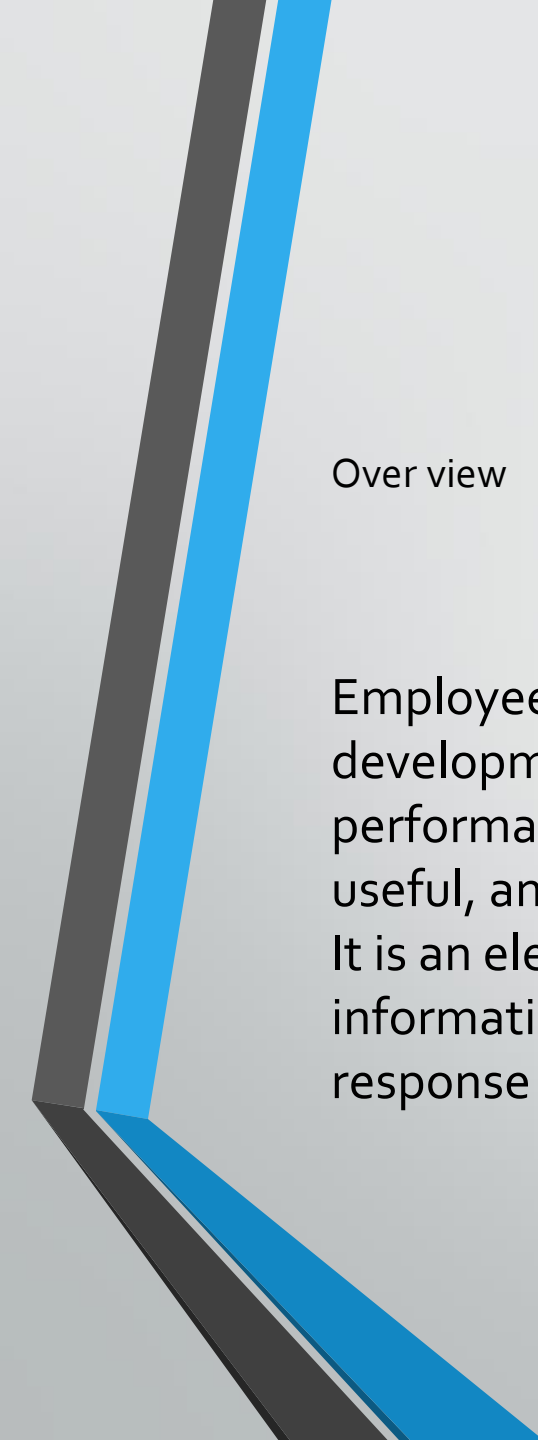
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EMPLOYEE APPRAISAL





Over view

Employee appraisal, also referred to as a performance review, performance evaluation, development discussion, or employee appraisal. While extensively practiced, annual performance reviews have also been criticized as providing feedback too infrequently to be useful, and some critics argue that performance reviews in general do more harm than good. It is an element of the principal-agent framework, that describes the relationship of information between the employer and employee, and in this case the direct effect and response received when a performance review is conducted.



Benefits of employee appraisal

- ❖ Its a key of employee motivation
- ❖ Assist to enhance employee performance
- ❖ Employee trust and focus

Disadvantages of employee appraisal

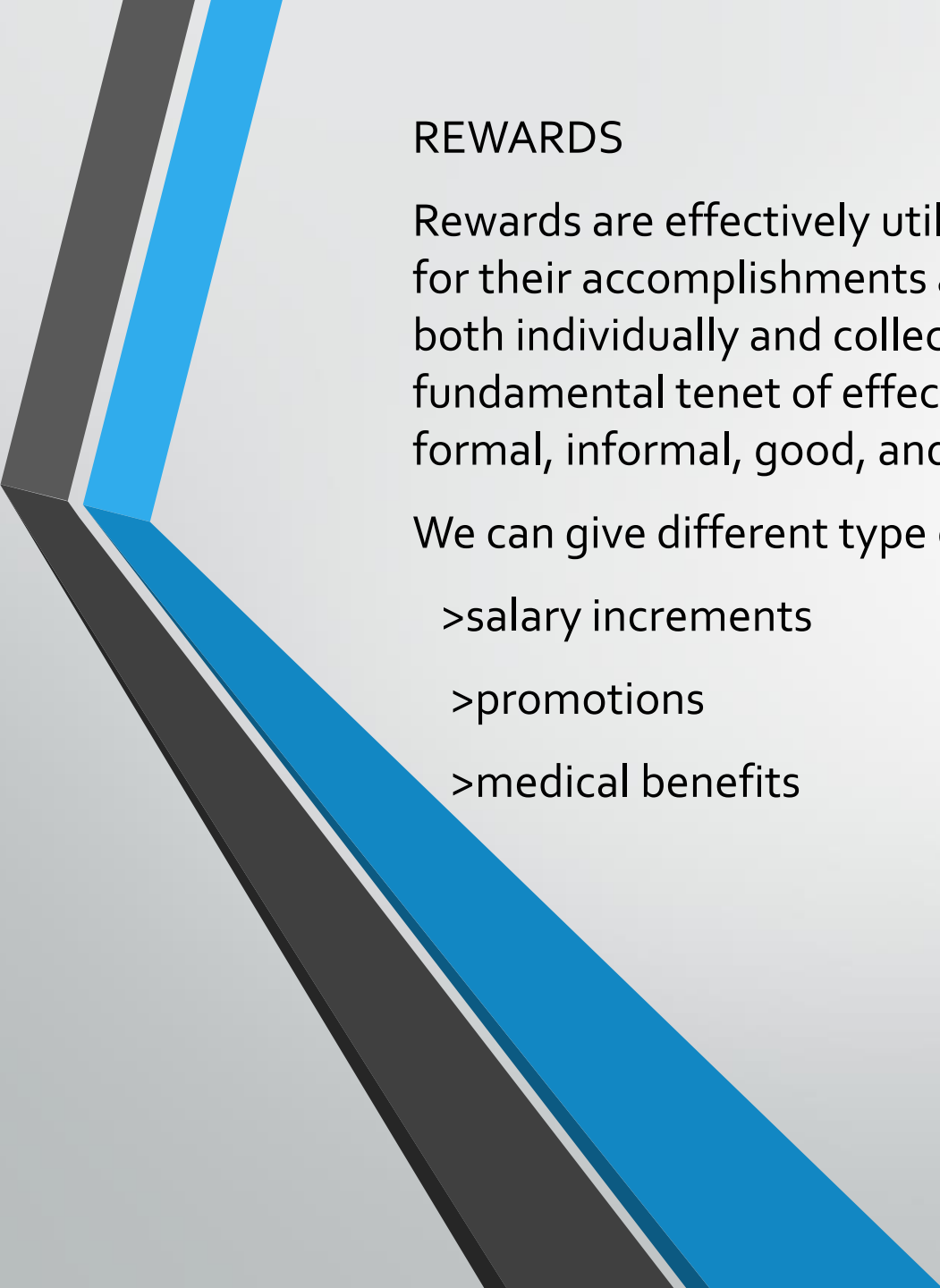
- ❖ Lack of objectivity
- ❖ Time consume
- ❖ Personal bias (depend the manager priority)

Methods of employee appraisal

360degree feedback evaluation method – 360-degree feedback evaluation method is a popular performance appraisal method that involves evaluation input from multiple levels within the firm as well as external source. The 360-degree method is unlike traditional performance reviews, which provide employees with feedback only from supervisors(T. Venkateswara Rao, Raju Rao · 2002)

Ranking method –It is a performance appraisal method in which the rater ranks all employees from a group in order of overall performance .(Donald L. Caruth, Gail D. Handlogten · 1997)

Work standards methods – This method used by compare all the employee performance to a predetermined standard or expected level of output.



REWARDS

Rewards are effectively utilised in a successful firm. Rewarding entails praising workers for their accomplishments and recognising their contributions to the agency's mission, both individually and collectively. All conduct is regulated by its consequences, which is a fundamental tenet of effective management. Those repercussions can and ought to be formal, informal, good, and negative.

We can give different type of rewards

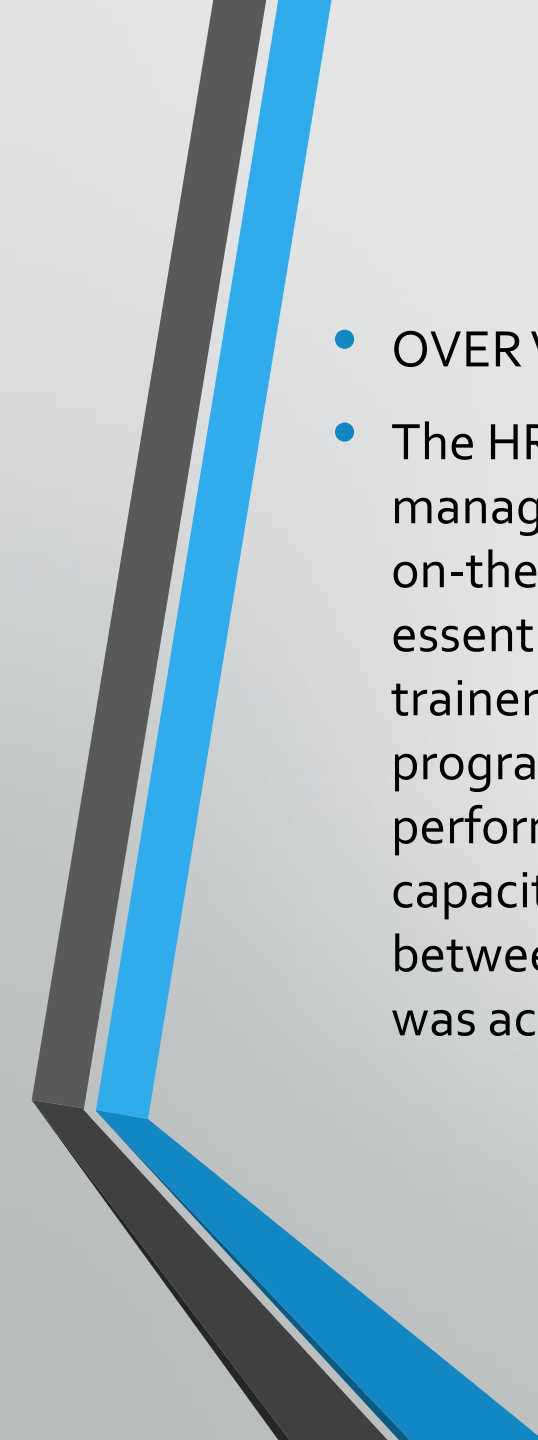
- >salary increments
- >promotions
- >medical benefits

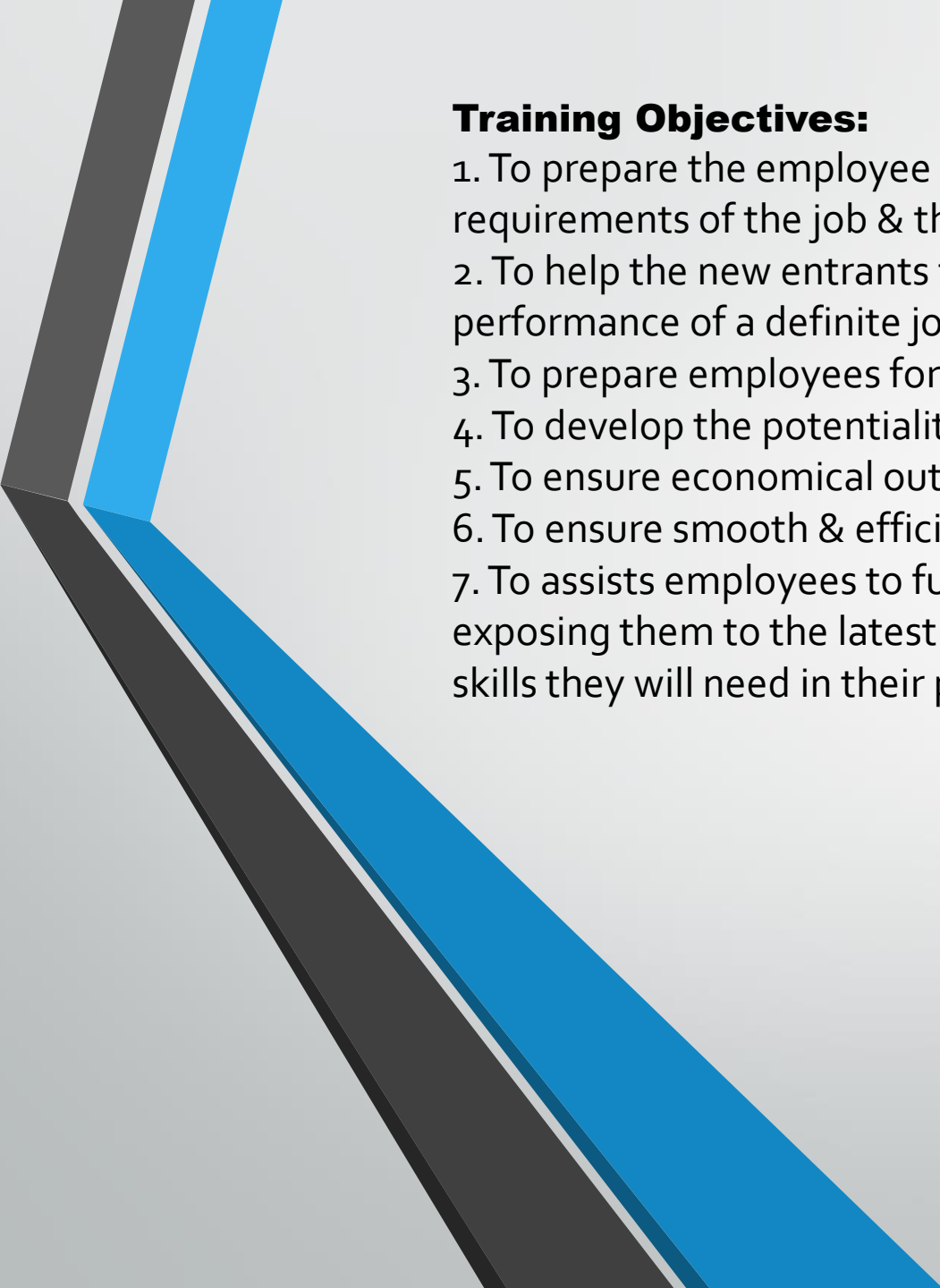
Recommendation's

After the covid 19 all the procedures comes in virtual .so we can implement a new feature to the company app for evaluating employee performance, progress . It will helps to identify the employee Day today updates and also the employee problems .Marriot hotels have own app for customers.so we can work on this .it comes cost effective

TRAINING AND DEVELOPMENT



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- OVER VIEW
 - The HR Department should regularly offer value-adding courses on subjects like time management, stress management, group dynamics, and grievance redressal in addition to on-the-job training programmes. These programmes will be beneficial and are also essential in the workplace of today. commercial example To improve training activities, trainers' ability to link inputs to results, and trainees' understanding of the training programme carried out, every person who has received training should have their performance evaluated. The training programme should evaluate the trainees' aptitude, capacity, and potential for a certain profession or set of work skills. Reduce the discrepancy between the level of performance that was anticipated and the level of performance that was achieved.

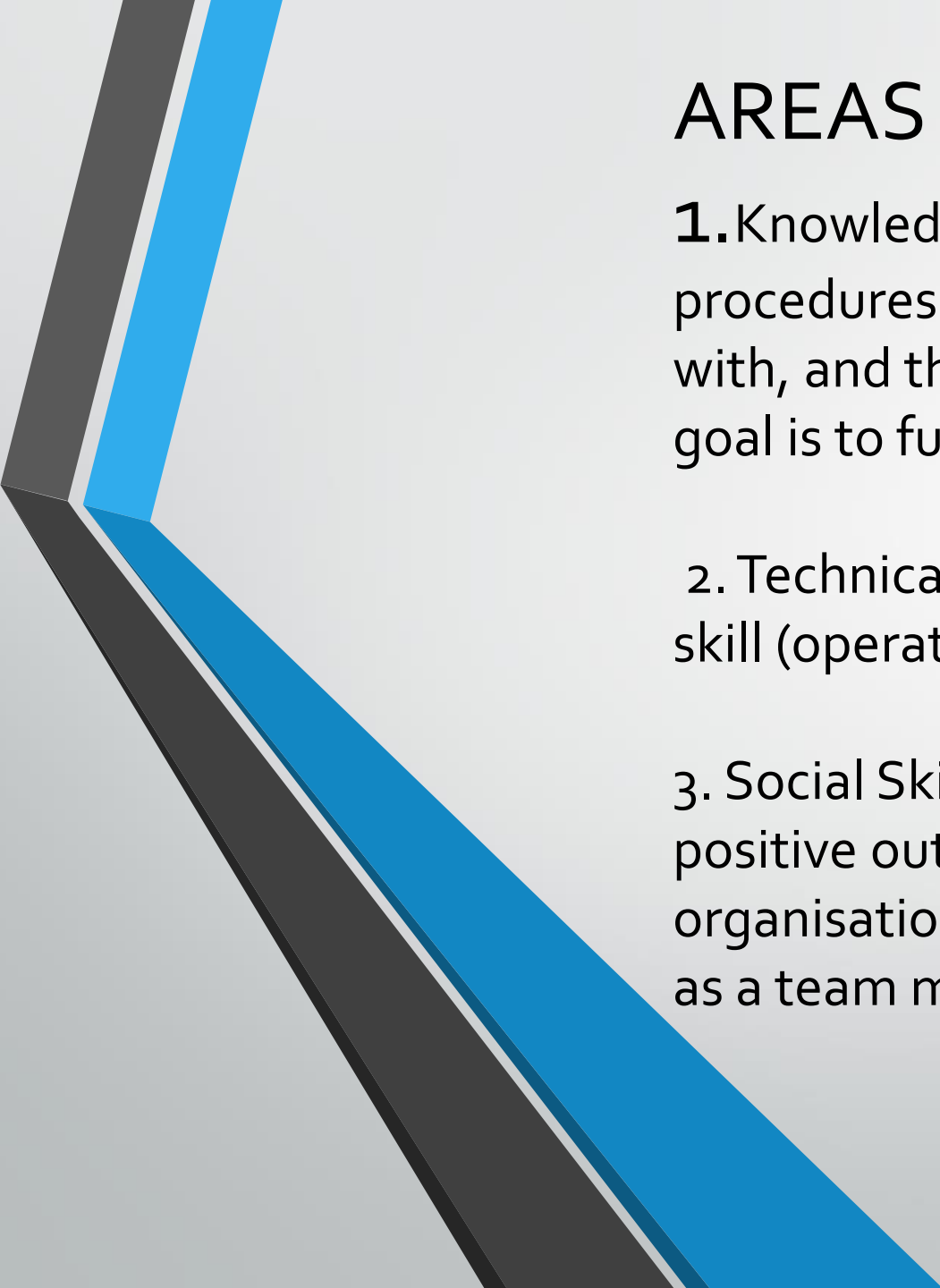


Training Objectives:

1. To prepare the employee both new & old to meet the present as well as the changing requirements of the job & the organisation.
2. To help the new entrants the basic knowledge & skills they need for an intelligent performance of a definite job.
3. To prepare employees for higher level jobs.
4. To develop the potentialities of people for the next level job.
5. To ensure economical output of required quality.
6. To ensure smooth & efficient working of a department.
7. To assists employees to function more effectively in their present positions by exposing them to the latest concepts, information & techniques & developing the skills they will need in their particular fields.

How training benefits the organization :

1. Leads to improve profitability and more positive attitudes towards profits orientation.
2. Improves the job knowledge and skills at all levels of the organization .
3. Improve the morale of the workplace.
4. Helps people identify with organizational goals.
5. Helps create a better corporate image.
6. Improve the relationship between boss and subordinates.
7. Learn from the trainee.
8. Helps prepare guidelines for work.
9. Provide information for future needs in all areas of the organization .
10. Organization gets more effective in decision making and problem solving



AREAS OF TRAINING

- 1. Knowledge-**Employee learns about the policies and procedures governing their position, the personnel they work with, and the goods or services the business provides. The goal is to fully educate the employee about the workplace.
- 2. Technical Skills:** The worker receives training in a particular skill (operating a machine, handling computers etc).
- 3. Social Skills:** The individual is encouraged to adopt a positive outlook toward their work, their coworkers, and the organisation. He or she learns how to cooperate with others as a team member.

CONCLUSION

In addition to on-the-job training programmes, the HR Department should continuously offer value-adding courses in topics like time management, stress management, group dynamics, and grievance redressal. These courses will add value and are also crucial in today's workplace. Vcommercial scenario Every person who has received training should have their performance assessed in order to enhanced training activities, enhanced trainers' capacity to connect inputs to outcomes, and enhanced trainees' comprehension of the training programme carried out The ability, capabilities, and potential of the trainees for a certain job or set of work skills should be assessed by the training programme. The difference between the expected level of performance and the actual level of performance should be reduced.