

What is meant by performance appraisal?

- An **appraisal** is a process by which the progress, performance, results and sometimes personality of an employee are reviewed and assessed by his or her immediate superior.

Appraisal from the employee side

Each individual is appraised separately on:

- the progress they have been making in their job
- their strengths and weaknesses
- their future needs as regards training and development
- their potential for promotion

Appraisal from the manager side

- The management should be fully aware of what the staff are supposed to be doing and how they are actually doing it.
Therefore the appraisal scheme should:

Appraisal from the manager side (cont)

- Clarify specific jobs relating them to the objectives of the organization
- Develop realistic and appropriate performance standards
- Assess competencies
- Use feedback and reward to improve performance
- Link performance to organizational goals

Performance management as a control system

