

# 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

