Article published on July 12th 2012 | Software

Annual performance appraisal is important for employees and managers alike. It can be a source of motivation and reward if both parties are knowledgeable about how a performance appraisal works. Here an Employee will get to know what his growth in the past year is and where he stands in the particular organization and the Manager will get to know how far he is successful in exhibiting his right leadership skills and how far s/he was successful in getting his / her team to achieve the Organization goals. The performance appraisal is an opportunity for the manager to convey to an employee specific expectations and suggestions for future performance. The meeting is also an opportunity for an employee to share with manager regarding the professional goals and career aspirations.

The Appraisal Process

In the meeting between a manager and employee, the manager has to first explain the purpose and the process of the performance appraisal. A performance appraisal is conducted to clarify job expectations, set goals for improvement of weaknesses and reward for accomplishments and overall performance. The managerâ€™s job is to explain the steps involved during and after the performance appraisal.

Clarify Job Expectations

A mutual understanding of the job expectations is a necessity to an effective performance appraisal. Without this, the appraisal meeting could spiral downward because the manager and employee might be working from completely different tracks. A review of the job description, and employee skills, qualifications and responsibilities should precede the actual performance appraisal.

Improvements in Job Skills

Review on the employeeâ€™s beginning job skills, i.e. qualifications the employee had at the start of the evaluation period. Discuss any improvements necessary and praise the employee for skills that have improved during this time. Determine what additional skills the employee can learn during the next evaluation period by setting reasonable goals for professional development. The employee should feel free to provide input throughout the performance appraisal. Employers who formally implement employee input often have an employee self-appraisal form. This Self appraisal form will help the employee attending the performance appraisal meeting with the completed self-appraisal.

Reviewing the Accomplishments and Goals

Accomplishments throughout the evaluation year will be enumerated. If there are quantifiable goals established for the review period, the manager and employee determine if the goals have been met. Often, a â€œmanagement by objectiveâ€• technique is used to track specific goals, progress and completion for each quarter. Using this technique simplifies the performance appraisal because there are intermediate assessments made during the evaluation period.

Final Steps and Rewards

An overall appraisal score may be discussed during the meeting or it may be calculated after the manager has had an opportunity to consider the employee input. In addition, the manager should indicate whether or not the employee will be entitled to an increase in pay or bonus, if applicable.

Whenever possible, the manager should inform the employee of the type or amount of increase to expect for her performance during the year.

Article Source:
http://www.articleside.com/software-articles/performance-appraisal-system-the-most-crucial-process-in-any-firm.htm - Article Side

Workgoal - About Author:
WorkGoal is a comprehensive system that addresses areas of a Performance Appraisal Online, Employee Attendance, Help Desk and Employee appraisal of an organization. WorkGoal helps to optimize and streamline the Employee database of an Organization. It helps in planning, tracking, assessment of productivity and also to voice Employee requests to the a Online Performance Management System.

Article Keywords:
Performance Management System, Performance Appraisal System, Performance Appraisal Software, Performance Appraisal Online, Performance Appraisal Cloud, Online Performance Appraisal System, Online Performance Appraisal Software, Online Performance Manageme

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!