



PERFORMANCE APPRAISAL

Course : Total Quality Management

19ME514
Unit -2 TQM Principles
III Year /V Semester
Mechanical Engineering

TOPIC OF THE DAY





PERFORMANCE APPRAISAL

- The performance appraisal is used to let employees know how they are performing. The performance appraisal becomes a basis for promotions, increase in salaries, counseling and other purposes related to an employee's future.



IMPORTANCE OF PERFORMANCE APPRAISALS

- It is necessary to prevail a good relationship between the employee and the appraiser.
- Employee should be informed about how they are performing on a continuous basis, not just at appraisal time.
- The appraisal should highlight strength and weakness and how to improve the performance.
- Employee should be allowed to comment on the evaluation and protest if necessary.
- Everyone should understand that the purpose of performance appraisal is to have employee involvement.
- Errors in performance evaluations should be avoided.
- Unfair and biased evaluation will render poor rating and hence should be eliminated.



BENEFITS OF EMPLOYEE INVOLVEMENT

1. Employees make better decisions using their expert knowledge of the process
2. Employees are better able to spot and pin-point areas for improvement.
3. Employees are better able to take immediate corrective action.
4. Employee involvement reduces labour / management friction.
5. Employee involvement increases morale.
6. Employees have an increased commitment to goals because they are involved.



REFERENCES

1. Dale H. Besterfield, "Total Quality Management", Third Edition, Pearson Education Asia, Indian Reprint, 2016.
2. Dr S. Kumar, "Total Quality Management", Laxmi Publications Ltd., New Delhi 2006.

