

Performance Reviews

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In many organizations, managers and employees are using the performance review as a tool to improve individual and organization performance, reduce managerial workload, improve employee morale and performance review can benefit everyone involved.

Performance management on going communication process between employee and supervisor for the purpose of improving job performance and contributions and remove the barriers to performance i.e. identification of barriers to performance and actions to remove them.

Performance planning is the process of communication between manager / supervisor and employee so both are clear on what the employee is expected to do or achieve in the coming year and how success is to be determined.

Performance review is a continuous process. Thinking of performance review as annual events invites problems. One can avoid many of those problems through ongoing performance communication, which involves manager / supervisor and employee in discussion and dialogue to keep performance on track and to identify problems early on so they can be addressed as soon as possible.

On going communication during the year also allows shifting or changing the parameters of the employees job Goals / targets when it is required. Performance expectations can be changed if needed. Performance plans can be revised. This creates a continuous feedback loop so it is possible to respond quickly to changes in the environment.

During the performance period one has to gathered data, observing the performance and documenting the same to enable to use as record for discussion of performance with employee to avoid the

discussions based on vague judgements to remove bad feelings and more important to create the faith and trust.

Collecting data a process of seeking out information / data related to an employees performance, preferably in as concrete and objective a way as possible during the year. Performance review is a tool to improve performance of employee.

When we diagnose a problem with an employee and formulate a successful plan of action to remove a barrier we will often find that the same issues apply to others who do similar work so this processes not only can help one employee to improve the performance but also can provide insights and information that we can often apply to improve the performance of many employees.

Both the manager / supervisor and employees deciding the Goals / targets and discussing the same throughout the year to achieve the same by giving suggestion, reviewing the situation to overcome the difficulties in the way of fulfilling the commitments of performance.

Anticipate needs :-

When planning for training and development look at past and present performance and anticipate what the employee might need to cope up with a changing environment in the future. Training and development should reflect what will be needed in the future even if it is not needed right now.

Employee variables.

Attitudes
Skills
Knowledge
Abilities

System variables

Tools
Resources
Social System
Co-workers
Managerial Behaviour

Employee Behaviour :

System variables combine with employee variables to determine employee behaviour.