

## PERFORMANCE APPRSIAL SYSTEM AT MANATEC ELECTRONICS EMPLOYEES

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### **Abstract:**

*In every organization various factors like promotion, training & development program, incentives, rewards and various other factors are considered and given based on their performance. Performance appraisal is the important tool to assess the performance of the employee in the organization starting from small organization to large organization. Inefficient performance appraisal system will directly or indirectly affects the functioning of the organization's objectives. The duration of the study is one month. The population is 250 with the sample size of 50. This study includes various objectives like, to understand performance appraisal system practiced in the organization, to know the employees awareness, and their satisfaction level about performance appraisal system in the organization and it includes various scope and limitation.*

### **KEYWORDS:**

performance appraisal system, VST- (Value Skill Threat),

### **INTRODUCTION:Performance Appraisal**

An employee has to undergo 6 months provision period, after the provision period only an employee will be permanent to the job. The HR department will forward the appraisal form to the HR section, the complete incident / remark about the employee for past one year along with the measures of performance, parameters and VST- (Value Skill Threat) parameters for proper evaluation and feedback is made. The superior will asses the performance of the subordinate. HR department will prepare performance feedback letter indicating the revised salary, promotion etc, and also give the feedback about the positive and negative points and also the area should improve for their improved performance.

### **OBJECTIVES OF THE STUDY**

To know the employee's awareness & level of satisfaction about the Performance Appraisal practiced in the organization. To identify the factors inducing to increase the performance of an employee. To know the factors necessary for appraising the employees. To provide suggestions to the management in improving Performance Appraisal System.

### **RESEARCH METHODOLOGY**

### **RESEARCH DESIGN**

It is descriptive research type are those, which are concerned with describing the characteristics of

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a particular individual or of a group, where we cannot control the variables Population: 250 Members  
 Sampling Unit: Employees Sample Size: 50 nos. Sampling Procedure: Simple Random Sampling  
 (probability sampling)

**METHOD OF DATA COLLECTION:**

Primary data are measurements observed and recorded as part a study to collect original data. I.e. to conduct first hand investigation. Secondary data was collected with the help of Company records, Annual Reports, Product Catalogue, Discussion with the personnel manager and staff.

**RESEARCH INSTRUMENT:**

Questionnaire was used to conduct the survey among 50 employees which includes open-ended and closed ended questions

**ANALYSIS AND INTERPRETATION**

**Table. 1.1 Present Performance Level**

Opinion	No of respondents	Percentage (%)
Good	10	20.0
Fair	30	60.0
Needs Improvement	10	20.0
<b>Total</b>	<b>50</b>	<b>100.0</b>

**Inference:**

From the above table shows that 20% of the respondents opinions were good, 60%of the respondents opinion were fair and 20% of the respondents opinions were needs improvement towards performance level.

**Table: 1.2 COMPARASION OF FACTORS APPRAISING THE EMPLOYEES**

Opinion	Commi tment of Work		Disciplin e		Job Knowle dge		Attenda nce		Relation with Superior and Subordin ates		Plan of Work		Decision Making		Leadershi p Qualities		Commu nication Skills	
	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y
Agreed	43	86	48	96	48	96	44	88	42	84	43	86	48	96	42	84	26	52
Partially agreed	6	12	2	4	2	4	6	12	8	16	7	14	2	4	8	16	24	48
Disagreed	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

X = No of respondents

Y = Percentage (%)

**Inference**

From the above table it is found that, majority of the employees are agreed to the factors of inducing to increase their performance, mainly to the factors of Discipline 96%, Job Knowledge 96%, and Decision Making 96%.

COMPARASION OF FACTORS APPRAISING THE EMPLOYEES

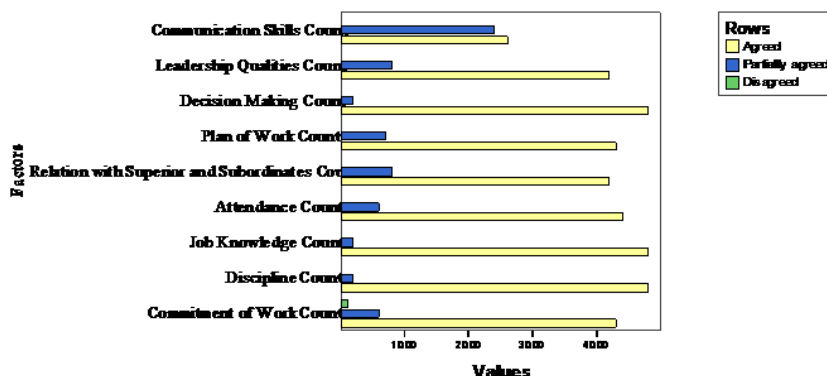


Table: 1.3 Factors Inducing to Increase Performance

Opinion	No of respondents	Percentage (%)
Commitment of Work	1	2.0
Discipline	10	20.0
Job Knowledge	8	16.0
Relation with Superior and Subordinates	10	20.0
Decision Making	14	28.0
Leadership Qualities	6	12.0
Communication Skills	1	2.0
<b>Total</b>	<b>50</b>	<b>100.0</b>

Inference

20% of the respondents belong to the factor of Discipline. 20% of the respondents belong to the factor of Relation with superior and Subordinates. 28% of the respondents belong to the factor of Decision Making.

Table: 1.4 Feedback Effectiveness

Opinion	No of respondents	Percentage (%)
<b>Helps in Knowing One's Own Potential</b>	41	82.0
<b>Sense of Recognition</b>	9	18.0
<b>Total</b>	<b>50</b>	<b>100.0</b>

Inference

82% of the respondents belong to effectiveness of helps in knowing one's own potential. 18% of the respondents belong to effectiveness of Sense of Recognition.

**ANALYSIS OF OPINION OF RESPONDENTS REGARDING PRESENT PERFORMANCE LEVEL AND KIND OF PROGRAMME**

**Table: 1.5 [USING CHI SQUARE]**

Observed Count

		Kind of Programme		Total
		Group Discussion	Course Undertaken	
Present Performance Level	Good	7	3	10
	Fair	16	14	30
	Needs Improvement	2	8	10
<b>Total</b>		<b>25</b>	<b>25</b>	<b>50</b>

Expected Count

		Kind of Programme		Total
		Group Discussion	Course Undertaken	
Present Performance Level	Good	5.0	5.0	10.0
	Fair	15.0	15.0	30.0
	Needs Improvement	5.0	5.0	10.0
<b>Total</b>		<b>25.0</b>	<b>25.0</b>	<b>50.0</b>

**NULL HYPOTHESIS:**

Ho: There is no association between present performance level and kind of programme

**ALTERNATE HYPOTHESIS**

H: There is association between present performance level and kind of programme

**Table: 1.6 CHI SQUARE**

O <sub>i</sub>	E <sub>i</sub>	(O <sub>i</sub> -E <sub>i</sub> ) <sup>2</sup> /E <sub>i</sub>
7	5	0.8
16	15	0.06
2	5	1.8
3	5	0.8
14	15	0.06
8	5	1.8

Calculated value =  $(O_i - E_i)^2 / E_i = 0.8 + 0.06 + 1.8 + 0.8 + 0.06 + 1.8 = 5.32$

Degrees of freedom =  $(R-1)(C-1) = (3-1)(2-1) = 2$

Tabulated value for 2 degrees of freedom at 5% level of significance is 5.33

The calculated value is less to tabulated value, therefore Ho is accepted.

Inference: There is no association between present performance level and kind of programme

**ANALYSIS OF OPINION OF RESPONDENTS REGARDING LEVEL OF ADDITIONAL JOB SATISFACTION AND SATISFACTION OF PERFORMANCE APPRSIAL SYSTEM**

**Table: 1.7 [USING RANK CORRELATION]**

Opinion of the Respondents	At very High Level	High Level	Moderate
Level of Additional Job Satisfaction (X)	4	38	8
Satisfaction of Performance Appraisal (Y)	0	42	8

X	Y	(xi-yi) <sup>2</sup>
3	3	0
1	1	0
2	2	0

$$r = 1 - \frac{6 \sum d_i^2}{n(n^2-1)}$$

$$= \frac{1 - 6(0)}{3(3^2-1)}$$

$$r = 1$$

**Inference**

Level of additional job satisfaction and satisfaction of performance appraisal system are positively correlated.

**FINDINGS**

Most of the respondent's opinion was fair, and 80% of the respondents are satisfied towards performance appraisal system. 100% of employees are aware about the performance appraisal system carried out in the organization, 96% of employees follow confidential system. All the employees are accepting that, there is increase in self-development. All the employees are given feedback and training. The opinion of the respondents regarding level of additional job satisfaction and satisfaction of performance appraisal system are positively correlated.

**SUGGESTIONS AND RECOMMENDATIONS**

Only two type of training programme like group discussion and training related to their specific job is given. Knowledge about ethics and interpersonal relationship should be introduced. Senior management should continually review the appraisal conducted, which shall be seen as positive support to the system by the appraiser as well as appraisees, and their interest will be maintained.

**CONCLUSION**

This study helps to understand the performance appraisal system practiced in the Manatec Electronics. Majority of the employees are benefited by this system and the procedure followed and they are enjoying the various benefits from this system. Performance Appraisal System helps employees career growth it support them to take their consideration to the management and to get more benefits and also for their more effective performance.

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