

Performance Review in Developing Excellence

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Abstract - Performance review is a process used by the organization to evaluate their employees based on certain key competency area and generic competency area. Performance review plays an important role in finding out the employees who perform well to increase the company productivity. In simple, it is a kind of appraisal application where the potential employee will be identified based on the individual performance. In performance review, the problem faced by the employee throughout the appraisal process is focused such as pay hike, incentives, node level change, and improvement plan based on their performance. The problem mainly arise when the both the appraisee and appraiser gives the unfavorable ratings which impacts on the performance of the individual employees, to make sure the appraisal process flow in the effective way a consolidation concept is used where the performance of the employee is reviewed and decision is taken by the HR before the completion of the appraisal process which makes the process more productive.

Key Words: Appraisal, Appraisee, Appraiser, HR, Consolidation, Performance review in developing excellence.

1. INTRODUCTION

The success of any organization depends on the standard, knowledge and character traits of its employees. Employees in any organization will become the primary factor because they are the core of the organization. Without them, the organization simply could not achieve its aims. To make the employees more stable and efficient, performance review plays major role in analyzing their strength and weakness on their domain. In the recent times the appraisal is done by the employee himself and the appraiser who rate the employees, in this process their might come across two situations. 1) Employees might rate themselves with higher performance 2) Appraiser might rate the employees with lower performance rating which is not fair enough. By this many employee faces discrimination for the performance they made. To solve this issue consolidation part is introduced where the manager goes through the appraisal given by the employee and appraiser and provides the new consolidated ratings. Further, the appraisal is reviewed by the HR to take the effective decision based on the consolidated rating. The higher performance rating, the higher the possibility that some employees would be recruited first for a node change, pay hike, incentives. This

would motivate the employees to focus on the work and bring more productive to the organization.

1.1 Problem statement

To develop an online application which promote the fair and efficient way of appraisal process that motivate and strengthen the employees to perform better than previous performance that promote individual potential and organizational growth.

1.2 Objective

- i. Streamline the continuous evaluation of employees in the organization.
- ii. To reduce human error during filling and consolidation of appraisal form.
- iii. To limit the HR effort on the performance review process.
- iv. A systematic approach for goal setting across the organization.
- v. To serve the basis for personal decision: pay rises, node change, disciplinary measures etc.
- vi. To identify the performance improve plan of an employee

2. Description

HR department maintains the defined goals and objective across the organization within the application. In the application every employee is assigned with the node respective to their job description. Through the node the specific key competency area and generic competency area gets associated with the employees. The forms for the appraiser and the employee are available within the application. In the same procedure appraiser select the employees assigned by the HR and give the appraisal. Once the appraisal forms are submitted, the application consolidates and provide for decision making for the HR. The workflow of the performance review in developing excellence is shown in the fig-1.

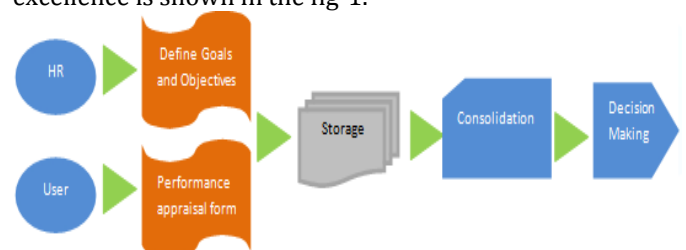


Fig-1: Performance review workflow

2.1 Proposed System

The proposed system is the online appraisal application which is to overcome the traditional appraisal methods like paper based appraisal and excel based appraisal methods. In this appraisal application 360 degree feedback technique is implemented to make the performance review in more efficient way. In this application all the reports are stored in the digital form that makes easier to generate records of the employees past and present performance. This application is built on the amperAXP platform which allows user to build, create and deploy complex applications with less code or low code. Amper provides drag and drop components with low code which can easily create web and mobile applications. The MySQL workbench is used to store the data during the appraisal process which enables developers to create, modify and run queries against MySQL server databases.

This proposed application enables user to access the application whenever necessary with just login credentials and the access rights.

2.2 Modules

The application consist of modules namely Admin module, Appraise module, Consolidate module, Approve module, Decision module, Notification module. In the admin module all the major task is done. Admin assign the roles and privileges to the employees in the organization as per their nodes employees belong. Admin also assign the goals and objective i.e. key competency area and generic competency area based on the nodes.

In this application every employee login to enter the application which is shown in the fig-2. Based on the role assigned by the admin employees will be redirected to the particular form. If the employee is an appraisee the appraisee form will be displayed. If the logged in user is an appraiser the appraiser form will be displayed along with the details of the appraisee and appraiser which is visualized in the fig-3. Both the users will select the ratings with respect to key competency area and generic competency area that are demonstrated in fig-4 and fig-5 and submits the appraisal by adding comments and recommendation which is represented in the fig-6. The appraisal submitted by the appraisee and appraiser will be stored in the database. The next process is consolidation where the appraisal of both appraisee and appraiser are fetched by the approver to give the consolidated rating.

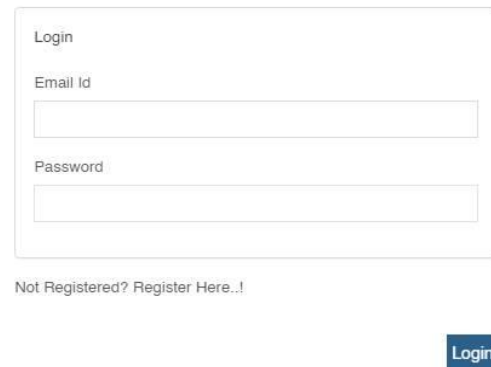


Fig-2: Login for application

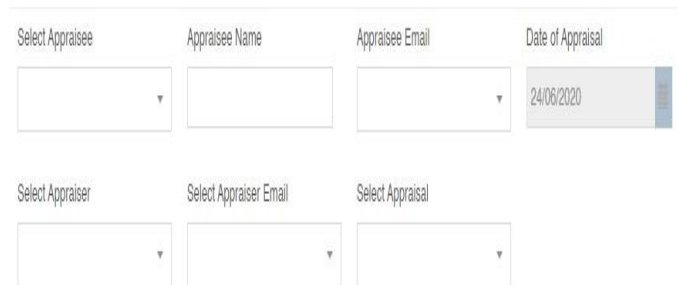


Fig-3: Employee details

KCA Id	KCA	KCA Rating	KCA Remarks
1	Understanding of the overall solution that is being developed	Exceeds All Expectations	Excellent
2	Understand functional details of specific modules	Meets Some Expectations	Better
3	Requirement analysis and elaboration (Use cases etc.)	Exceeds Some Expectations	Very good
5	Capturing of Supplementary Software Requirements (Performance, Environment etc.)	Meets All Expectations	Good
4	General UI structures / wireframes and flow for each use case	Needs Improvement	Concentrate on L

Fig-4: Key competency area summary from

GCA Id	GCA	GCA Rating	GCA Remarks
5	Understanding of UML	Exceeds Some Expectations	Very good
6	Understanding of estimation process	Meets All Expectations	Good
7	Understanding code review process	Exceeds All Expectations	Excellent

Fig-5: Generic competency area summary from

Comments

Good performance

Recommendation

Move to NT2 Level

Submit Appraisal

Fig-6: Submission of appraisal

Decision

Appraisee Name

Appraiser Name

KCA Consolidated

GCA Consolidated

Appraisers Recommendations

Appraisers Comments

Action by HR

Notes

Fig-7: Recommend form

DecisionForm

Action by HR

Performance Improvement Plan

Hike Salary

Retain Same Salary

Move 1 Node Level Up

Move 2 Node Levels Up

Retain Same Node

Let Go

Re-evaluate after 3 months

Re-evaluate after 6 months

Approve Recommendation

Submit

Fig-8: Decision types

Consolidated rating is done to balance and edit the rating given them. At the point of consolidated rating, balance of rating is done by one on one meeting to seek the review from appraisee and appraiser. After the consolidation is done the approver approve or reject the appraisal. The last process is decision where the HR takes the decision by considering the consolidated rating given by the approver which is shown in the fig-7. The decision such as pay hike, node change or performance improvement plan and various decisions are depicted in the fig-8. After the each process notification is generated to notify the user for the completion of the process.

2.3. Benefits

- i. Performance review mainly focus to enhance the performance ability of the employees.
- ii. It helps employees to know the strength and weakness on domain they are working.
- iii. It helps to make decisions about: pay hike, node change, rewards etc.
- iv. As appraisal is done through online maximum amount of time is saved.
- v. It makes the process effectively by implementing consolidation.
- vi. It improves the relationship between employee and management.

3. CONCLUSION

Performance review as an online application can help the management to carry out the appraisal process with the minimal manual data entry which reduces human effort and time, all the records are stored in the database which is very easy to generate many types of reports, it promotes the employees strengths and increase the organization productivity.

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BIOGRAPHIES



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