HRM5040 Project 3

Your name

Affiliation

**Performance appraisal models**

Performance appraisal is the process of evaluating and documenting the performance, quality, and efficiency of employees (LePine, Zhang, Crawford, Rich, 2016). Performance appraisal has six models which are:

1. **Essay method**. It is a simple method of judging the qualities of an employee. In this process, the rater writes in descriptive form the quality, efficiency, existing capabilities, strengths and weakness of the employees. The major disadvantage of this process is that all the raters are not good writers and their written report is sometimes confusing.
2. **Behaviorally anchored rating scale**. In this process, a scale is set on the basis of behavioral traits and employees are rated according to their behavioral performance.
3. **Rating scale**. In this process, a document is designed that contains numerical scales related to criteria of performance that is dependability, initiative, attendance or output, etc. In the end, numerical scores are calculated, and conclusions are made accordingly.
4. **Checklist method**. The name clearly states that this process contains the checklist of performance traits. The questions of this form are only answered in the form of yes or no. In the end, the Human Resource department evaluates the performance according to the answers.
5. **Ranking method**. This process simply requires the ranking criteria. The rater ranks the employees relatively to each other on the basis of performance. It is a comparison between the employees on the basis of the quality of their work done.
6. **Critical incidents method**. This process requires the constant monitoring of the supervisors on their team members. The team members have regular contact with the tea members. The supervisors critically analyze the working behaviors of the employees and evaluate the results (DeNisi, Murphy, 2017).

Generation Y is that specific community of the society who was born during the 1980s and early 1990s. This generation was the first people who were exposed to modern technologies. They like to work in an environment where they can get constant feedback and contact with their tea leads. Hence, the best performance appraisal model that fits generation Y is critical incidents methods. Through which they will be continuously monitored and appraised by their supervisors (Audia, Tams, 2017).

**Person-Focused performance plan**

Person-focused performance plans are the strategies or steps laid by the company for an employee according to his performance. It is a formal document stating any frequent performance issues and the steps or strategies to improve them in a specific amount of time (Agnihotri, Sareen, Sivakumar, 2018). A performance plan is developed in four stages:

1. **Performance deficiencies.** In this step, managers write down the performance issues of the employee. A performance report is issued to the employee after the strict and constant monitoring of his work. These reports are not generated on the basis of behavioral issues of the employees but on the frequently missing functional requirements from their work.
2. **Improvements expected.** Once the problems are identified now the next step is to state the solutions to those problems and tell the employee that what company is exactly expecting from him or her regarding performance. In this step, the company provides a plan of action that shows the clear benchmark for the employee to achieve in a given amount of time (Reavis, Miller, Grimes, Fomukong, 2018).
3. **The company Allocates a reasonable time to the employee for improving the performance.** The third step is to set the time for the employee to show the improved results. While setting the time the duties of the employee are kept in mind and then time is given accordingly. In this step, continuous meetings are performed with the employee to check whether he or she is achieving the targeted goal or not.
4. **Stating the consequences.** The performance plan should be crystal clear to the employee that if he or she fails to achieve the goals, they will be terminated or get a warning as per the rules of the company. This part of the plan should not be filled with the negative comments only because in this way employee will lose his or her motivation or hope from the job. You have to show that the company is taking this step for the success of the employee in the company (Shields, Brown, 2015).

**Role of performance plan in achieving the goals of the company**

Performance plans play an important role in building an empowered and skilled workforce. These plans help the employees in a better understanding of the goals, vision, mission, and strategies of the company (Waddock, Bodwell, 2017). Following are the points which show the importance of performance plan in the company:

* **Revision and setting of goals**. Performance plans help the employees in the understanding of the goals, vision and the mission of the company. Every employee has the different pace of learning; hence, the performance plans can help those employees who are lacking behind. Only through this company can gain the hundred percent of every employee.
* **Coaching and management**. Every employee is dear to the company and performance plans gives the company a chance to better coach and give knowledge about what the company is expecting from the employees. The basic purpose of the performance plans is to overcome the gaps of the skillset of the employees for their better performance for the company.
* **Development planning**. Performance plan helps the company in identifying the issues faced by the employees; hence, the company comes up with the plan for the development of the skills of those employees so that they could easily overcome their skill gaps. Once the issues are resolved and every employee has a clear understanding of the goals of the company only then it will achieve the highest ranks of success.
* **Rewards**. Recognizing the work of the employees, immensely increases his or her performance. The time slot is given in the performance plan the company leaders should keep appreciating the employee so that he could improve himself quickly and efficiently (Khan, 2018).

Growth of the company depends on the performance of every single employee. For the success of an organization, it is important that employees have the complete understanding of the goals, vision and mission of the company and those employees who lack behind performance plans are the best way to resolve their issues. Statistics show that after using performance plans, the company progress was increased by thirty-eight percent (Bititci, Cocca, Ates, 2016).

**Monitoring of person-focused performance plan**

Monitoring of the performance is plan is very important so that company could keep an eye on the employees that whether they are executing their performance plan properly or not. There are four significant steps of monitoring the person-focused performance plan (Varela, Ramoju, 2018).

1. **Observation.** After giving the performance plan to the employees the next major step is to monitor them or observe them. Observation includes the monitoring of performance behaviors and performance objective.
2. **Development of evaluation form.** Before starting the observation of the employees the managers should develop the evaluation form. This form will analyze the effort of the employee that what scale he or she has tried to achieve the given goals. Fair evaluation can only be ensured by using a standard form of evaluation developed by the companies (Ellis, 2016).
3. **Feedback.** The monitoring process also includes the feedback of the worker from the peer employees or the customers. The coworkers can give a good evaluation of the efforts put forward by the employee to achieve the goals, and the feedback of the customers can show the quality of the work done.
4. **Set evaluation goals.** For the better engagement of the employee the performance evaluation should be performed on a weekly basis. This will not only help in the better participation of the employee but will also help the employees who need help in understanding the requirements of the company (McCown, Conway, Jessen, 991).

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