

AN IN DEPTH STUDY OF PERFORMANCE REVIEW SYSTEM THROUGH CASE STUDY METHOD OF SELECTED COMPANIES AT VADODARA CITY

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ABSTRACT

Performance appraisal is a formal, structured system that compares employee performance to established standards. Assessment of job performance is shared with employees being appraised through one of several primary methods of performance appraisals. Elements in performance appraisal methods are tailored to the organization's employees, jobs, and structure. A customized and relevant Review System was prepared which would fulfill both the needs of Management and Employees. The Self Review Form and Peer Feedback form was designed and then sessions were conducted to make the employees understand the Process and importance of Performance Review. Then as scheduled the one-one meeting between the employee and their respective Team Leader was conducted and the final report was prepared. This Review would help Employees in their upcoming Performance Appraisal where the hikes, incentives etc would be based on their targets set at the time of Review.

KEY WORDS: performance review system, employee behavior, job performance.

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