**HRM – Performance Management and Evaluation**

**Independent Practice Assignment #1 (Mondy, 2011)**

Answers:

1. Define performance management and describe the importance of performance management.

Performance management is a goal-oriented process that is directed toward ensuring that organizational processes are in place to maximize productivity of employees, teams, and ultimately, the organization. Whereas performance appraisal is a one-time event each year, performance management is a dynamic, ongoing, continuous process.

1. Define performance appraisal and identify the uses of performance appraisal.

Performance appraisal is a system of review and evaluation of an individual or team’s job performance. Performance appraisal data are potentially valuable for use in numerous human resource functional areas. These areas include human resource planning, recruitment and selection, training and development, career planning and development, compensation programs, internal employee relations, and assessment of employee potential.

1. Describe the performance appraisal process.

The identification of specific goals is the starting point for the Performance Appraisal process and the beginning of a continuous cycle. Then job expectations are established with the help of job analysis. The next step involves examining the actual work performed. Performance is then appraised. The final step involves discussing the appraisal with the employee.

1. Identify who may be responsible for the performance appraisal.

People who are usually responsible for performance appraisal include immediate supervisors, subordinates, peers, the employee, and customers. The 360-degree feedback evaluation method might include all of the above.