**Performance Management System**

**September 2023 Examination**

**Q1. The performance evaluation period of your company starts from 1-April. You are in the month of May and you being the team leader, have to schedule the performance feedback meetings with your team members. How will you plan the process? (10 Marks)**

**Ans :**

**Planning the Performance Feedback Process for Team Members**

**Introduction**

The performance evaluation length is an essential time for organizations to assess their employees' progress, achievements, and areas for development. As a group chief, making plans and scheduling overall performance remarks conferences effectively to ensure a productive and significant evaluation manner is essential. This newsletter's objectives are to define a step-by way of-step approach to planning the performance remarks system for team members, taking into account the month of can also because of the evaluation length and emphasizing the importance of open communication and positive commentsIt is only half solved

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**Q2. Why do you think Performance Appraisal is important? Which are the alternative modern methods used for appraising the performance of the employees working in Service Industry? (10 Marks)**

**Ans :**

**Introduction:**

Performance appraisal is an essential process in groups that aims to assess the performance of personnel and offer comments to enhance their productiveness and growth. It's miles a scientific and formal technique that lets employers evaluate an employee's overall performance, perceive areas of improvement, recognize achievements, and align man or woman's dreams with organizational objectives. Even as a few critics argue that performance appraisals may be subjective and ineffective, they provide several blessings to employees and agencies when appropriately implemented.

**Q3. You, being the HR Manager, are asked to fix the role and responsibilities of the employee and the supervisor during the performance execution phase. So you call for a joint meeting of the employee and the supervisor to discuss the same.**

**a) Please list and explain employee’s responsibilities in this phase of the performance management process. (5 Marks)**

**Ans :**

**Employee and Supervisor Roles and Responsibilities in the Performance Execution Phase**

**Introduction:**

During the performance execution segment, the worker and the manager play essential roles in ensuring the hit implementation and fulfillment of performance goals. This joint assembly ambitions to clarify and set up the unique responsibilities of every party in this section of the overall performance control procedure. By knowledge and aligning expectancies, the worker

**b) Please list and explain supervisor’s responsibilities in this phase of the performance management process. (5 Marks)**

**Ans :**

**Introduction:**

The performance execution section is a critical stage in the performance control process, in which the employee and the manager paintings collectively to attain performance desires and objectives. Because the HR manager, it is critical to truly define the roles and duties of each event all through this phase to ensure ok overall performance execution. In this joint meeting,