



# International Journal of Sports Science & Medicine

## Book Review

# Performance Appraisal: concept and Implementation - ②

**Uqbah Iqbal\***

*Life Planner, Suite P4, Level 31, AIA Cap Square Tower, Jalan Munshi Abdullah, 50100 Golden Triangle, Kuala Lumpur*

**\*Address for Correspondence:** Uqbah Iqbal, Life Planner, Suite P4, Level 31, AIA Cap Square Tower, Jalan Munshi Abdullah, 50100 Golden Triangle, Kuala Lumpur, Malaysia, Tel: +60-196-916-990; ORCID ID: [orcid.org/0000-0003-0117-9201](https://orcid.org/0000-0003-0117-9201); E-mail: [druqbahiqbal.aia@gmail.com](mailto:druqbahiqbal.aia@gmail.com)

**Submitted: 18 October 2018; Approved: 15 November 2018; Published: 17 November 2018**

**Cite this article:** Iqbal U. Performance Appraisal: concept and Implementation. Int J Sports Sci Med. 2018;2(3): 064-065.

**Copyright:** © 2018 Iqbal U. This is an open access article distributed under the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.



Written by Ab. Aziz Yusof, performance appraisal is a formal system that enables a review and assessment of work performance. It is an individual work process that is observed, assessed, recorded, reported, discussed and followed up with the purpose of improving the quality or quantity of work performed. This assessment needs to be done on an ongoing basis and systematically seeks to develop, determine the rewards and elicit the potential of the employees. These three aspects will influence the determination of salary movements, the suitability of promotion and acting, the determination of whether on a loan or temporary exchange, the qualifications and suitability of awarding excellent services, identifying and planning training requirements, appropriateness of placement, career advancement and counseling and guidance. To achieve this goal, the valuation system implemented must be objective, transparent and fair. While the assessor responsible for assessing must have the skills, knowledge and sensitivity to the constraints that will affect the employee's effectiveness in carrying out a job. Looking at the importance of performance appraisal, and its impact on organizations, managers and employees, it is time to have a more systematic implementation and a more holistic approach to achieving the goal of pure use. Therefore, to ensure this goal, managers need to be exposed to the importance of this system and the best way to do it. Authors' expectations are that this book will help managers improve self-esteem to be more prepared, more sensitive and more sensitive to issues arising, during and after the assessment. In addition, the author's intention is to educate managers about their role in performing performance evaluations, not just as determinants that determine right or wrong but also as a guide, catalyst and facilitator to the worker. Their skills in performing performance evaluations will effectively ensure that organizations, managers and employees benefit from their performance.

You as a manager need to accept the fact that most organizations have invested heavily on the development of their human resources.

Therefore, they need to re-evaluate the returns they have earned. The key mechanisms used to evaluate investment in human resources are called performance assessments. This mechanism will provide space for the organization to evaluate the effectiveness of each employee from time to time, especially to determine productivity and employee contribution to the organization and to enable them to know the level of achievement that has been achieved. Through performance appraisal, managers and employees are aware of the weaknesses that need to be improved and the strengths that can be improved. It is also a measure of employee performance whether it has reached the level and goals set by the organization or otherwise. Nevertheless, you should keep in mind that performance appraisals which are also one of human resource management activities are the most critical and most critical aspects of the organization. According to reports, 80% of organizations using a formal appraisal system formally express dissatisfaction with their implementation. It is not only stated by the assessed individual and includes the administration that conducts the assessment program. Although various problems arise in the course of their execution, they are still regarded as the heart of an organization. In order to ensure the effectiveness of performance appraisal, the assessor must be a capable, knowledgeable and motivated person to assess. In addition to clarifying the purpose and importance of performance assessments to the organization, each assessor should be provided with training to equip themselves with skills in assessing and analyzing. In performing performance evaluations, managers need to ensure balance between qualitative and quantitative aspects as these two aspects play an equally important role in organizational development. In performing performance evaluations, there are several aspects that managers need to take into account in evaluating the individual work, behavior, attitude, confidence, accuracy, co-operation and work knowledge.