

**HR ROLE IN EFFECTIVE EMPLOYEE EVALUATION****MD. Abdul Hafeez**

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Abstract

Human Resource is a significant corporate resource and execution of associations relies on the manner in which it is placed being used through human asset the executives, which goes for guaranteeing that associations make progress through individuals. The unmistakable component of HRM is its presumption that improved exhibition is accomplished through the general population in the association. Human Resource alludes to the people inside an association whose exercises add to the association's prosperity that is, accomplishment of hierarchical objectives and goals.

Key Words: Human Resources, High -Performance Management, Recruitment and Selection

Introduction

Vocation arranging and Career advancement; procedure of setting up close to home profession targets by workers and acting in a way planned to achieve them. HR administrators should help their representatives in knowing their qualities for putting them in reasonable occupation, control workers what aptitudes and information ought to be procured for accomplishing higher positions, getting ready for appropriate preparing for cleaning existing range of abilities and giving great work-life-equalization to make balance among profession and individual life, all things considered, each one work for their own life . Profession improvement as indicated by Schuler, "It is an action to distinguish the individual needs, capacities and objectives and the association's activity requests and occupation rewards and after that through all around structured projects of vocation advancement coordinating capacities with requests and rewards". Profession advancement does not ensure achievement but rather without it workers would not be prepared for a vocation when the open door emerges. HR administrators ought to energize their workers by giving them reasonable chances to develop for elevating them to higher occupations as indicated by their aptitudes and information, recognize and give chances to representatives to adapt new abilities in the activity and repay as needs be and managing representatives in right profession way to create in their vocation.

Top preferences for employees in India

- * Career development
- * Learning and training opportunities
- * Good work-life balance
- * Good relationship with superiors



Executive development: developing the skills and competencies of those that (will) have executive positions in organisations.

Representative preparing and advancement is the subsystem of an association and center capacity of human asset the board. It guarantees constant ability improvement of representatives working in association and habituates procedure of learning for creating information to work. Bestowing Training and Development to workers through different strategies is the establishment for getting quality yield from representatives. Worker preparing strategies or ordered into hands on preparing techniques and off the activity preparing techniques.

On-the-job training methods: job rotation, coaching, job instruction, committee assignments, apprenticeship and internship

Of the job training methods: classroom lecture method, audiovisual training method, simulation, bistable training, case studies, role playing and the programmed instruction method.

Generally speaking improvement of association: Though human asset office is one of the divisions in association, yet it is connected to by and large advancement of association as workers are place for definite yield and association's presentation. Whatever kind of occupation or division in any association is comprised of workers alone. HR division should remember that it isn't just managing workers, however it's each HR action impacts the exhibition of representatives thus it will demonstrate course impact on conclusive yield of workers lastly on by and large execution of association. In the event that representatives aren't furnished with appropriate and pertinent preparing, it would impact their presentation, moreover if all workers have same circumstance it would gravely impacts the association. On the off chance that representatives aren't kept roused consistently by method for giving advantages and livens will lead them to move toward becoming dormancy or if HR office neglects to keep up and agree to work laws would at some point lead wiping bankrupt permit.

To make this point unmistakable, Human asset division's inability to keep up representative security, welfare and solid measures as per The Factories Act 1948 or inability to have an ICC (Internal Complaints Committee) as indicated by Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 will now and then lead to conclusion or crossing bankrupt. Like that there are other business laws which makes association to be in consistence with it for smooth running of association, if not it will welcome pointless inconveniences to an association.

How to Give an Effective Employee Evaluation?

Define Expectations

- Define what is expected of the employee
- Make sure goals are measurable and observable

Create Goals

- Discuss the goals with the employee
- Obtain the employee's agreement and signature

Provide Written Evaluations

- Every six months, discuss performance
- For struggling employees, consider once-a-month evaluations
- Ensure written performance reviews reflect the entire evaluation period

Maintain a Performance Record

- Make written notes throughout the year
- Do both praising and correcting—in real time

Ensure Integrity of Evaluation

- Written comments should be factual, detailed, and constructive
- Performance criteria shouldn't be changed after the review
- Evaluations shouldn't digress from the measures initially defined

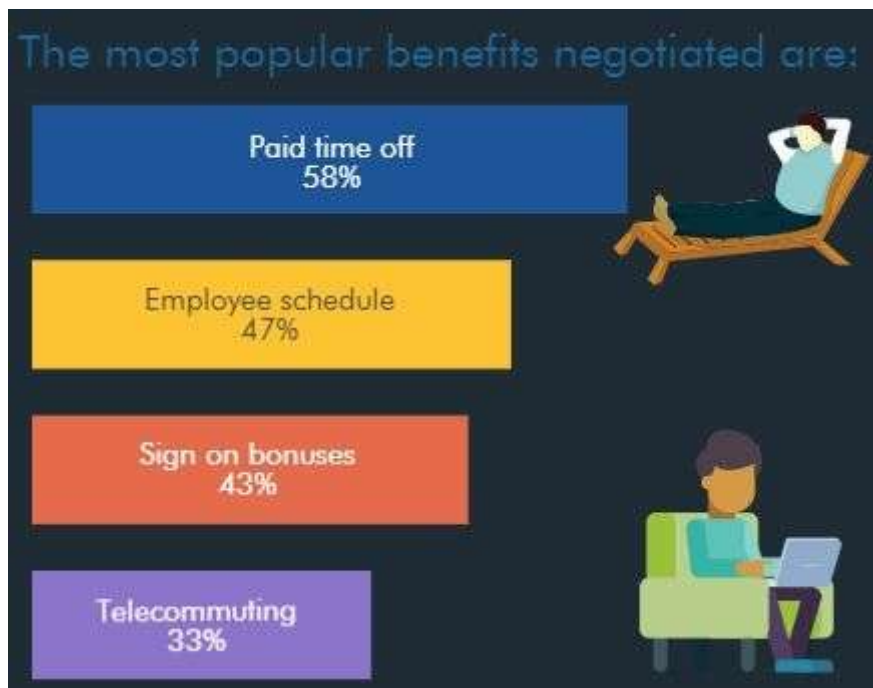
• **Wages or salary administration** as prescribed by the labour laws, Wages for workers or salary for employees is the basic and primary thing for which employee's work for an organisation. It's administration of salaries by HR managers is very crucial function as financial implications and legal compliance is involved. Any deviations in payment of salaries will lead to immediate dissatisfaction of employees and effects their moral and any failure in payment of salaries, statutory contributions by employee and statutory deductions from salary of an employee in accordance with the employment laws will invite unnecessary complications and will be liable for penal action by the court of law. Hence it is lookout of the Human resource management department to avoid such costly mistake which also effects the organisation's reputation (**Employer branding**). wages are classified as

- Minimum wage - It is also called as irreducible wage, which should be sufficient for worker to get food clothing and shelter.
- Fair wage - Wage which is paid according to the work of the work
- Living wage - It is just above minimum wage, which is sufficient to meet minimum health expenses, children education with food, clothing and shelter.

Compensation classification is utilized with regards to representatives. For the most part pay of workers is paid month to month and it comprise of different segments like essential pay, dearness recompense and house lease stipend particularly on account of government representatives. Though private representatives' pay ordinarily doesn't comprise of said segments as it is paid under single head that is compensation and advantages of workers doesn't go under pay head, hence worker advantages could be financial or nonmonetary can't be tallied with pay rates of representatives, they are explicitly accommodated giving government managed savings and spurring workers. Particularly government representative compensation configuration will be **Salary = Basic pay+ Dearness allowances+ House rent allowance.**

- Employee rewards, livens and benefits instalments as indicated by the work and work laws. Worker benefits are classified into statutory or obligatory and wilful advantages.

Statutory advantages are obligatory advantages for workers, its disavowal for instalment of such advantages to their representatives by the administration, can be tested in the courtroom. While deliberate advantages claims can't be lawfully enforceable in the official courtroom on the off chance that administration neglects to pay to their workers. The reason for instalment of wilful advantages to workers is to pull in ability, for maintenance of representatives in the association and for spurring representatives, at last to keep representatives cheerful. The majority of the wilful advantages are non-financial.



The Best PERKS or rewards of the job

Google

- When a Google employee passes away surviving spouse or partner of a deceased employee 50% of their salary for the next 10 years.
- Free gourmet food and never ending snacks!
- 24/7 in-house tech support from their TechStop service Dogs are welcome into the office
- Employee s given 'massage credits' for a job well done
- The 80/20 rule allows Google employees to dedicate 80% of their time to their primary job and 20% on passion projects
- Xoogle alumni support for the rest of their lives

Top employee benefits

1. Additional fixed pay
2. flexible work arrangements



3. retirement benefits
4. professional development support
5. training opportunities
6. hire incentives
7. insurance benefit
8. health care assistance

Employee benefits

Compulsory employee benefits: Payment of bonus, Gratuity, Provident fund, Compensation in case of accidents, Paid Leaves, Maternity leave for 26 weeks with full pay and Paternity benefit of 15 days with full pay for male employee.

Employees State insurance provides following benefits to the employees whoever got covered under employees State insurance scheme.

- **Bickness advantage:** ESIC gives 70% of normal every day compensation in real money amid restorative leave, upto 91 days in two back to back advantage periods.
- **Medical advantage:** ESIC gives sensible Medical Care to self and family from the very first moment of going into insurable work.
- **Disablement advantage:** ESIC gives constant regularly scheduled installment till damage goes on for transitory disablement and for entire life for lasting disablement.
- **Maternity advantage:** ESIC gives 100% of normal every day compensation in real money as long as 26 weeks in repression and multi week if there should arise an occurrence of unnatural birth cycle, amid maternity leave and 12 weeks for charging mother and embracing mother.
- **Unemployment recompense:** ESIC Provides month to month money stipend for a length of greatest two years if there should be an occurrence of automatic loss of work or perpetual deficiency due to non-business damage.

Voluntary employee benefits: Payment for time not worked, paid vacations, Surrogacy leave, Adoption leave, Menstrual leave, Health and security benefits.

Conclusion

The examination discovered that the elements of enlistment and choice, preparing and improvement, execution contracting and compensating assumed a noteworthy job on hierarchical execution as confirm in the zones of decrease in power blackouts, expanded client base dimensions and expanded income levels. To constantly enhance hierarchical execution, the association ought to enhance the elements of human asset the board and particularly on enrolment and choice, preparing and advancement, execution contracting and compensating which will empower the association to have the ideal individuals for the



correct occupations and upgrade pledge to their obligations coming about to improved authoritative execution.

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