

Q2 Performance appraisal is defined as a systematic process, in which the personality and performance of an employee is assessed by the supervisor or manager, against predefined standards such as knowledge of the job, quality and quantity of output, leadership abilities, attitude towards work, attendance, cooperation, judgement, versatility, health, initiative and so forth.

* Methods of Performance appraisal:-

- i) The ~~the~~ viewing of the employees background and the ability of work he can do and has accomplished.
- ii) By giving certain training and advancements to the employees.
- iii) The employees hard and working skills to be taken into consideration.

i The employees good behaviour and sense of judgement to be looked ~~at~~ into, so that the working and performance appraisal could be detected rightly.

* Methods of Recruiting people would be:-

i The employers can ~~be~~ put out a advertisement or ~~a~~ news about any vacancy.

ii The company can see the background if there is any last family members relation with the company.

iii Knowing the proper channel and getting more recruits.

iv The walk-interviews are quite famous and popular these days too. It is a method of recruiting new people.

v E-recruitment is also a latest trends in some places where recruitment is done through online basis.