

ABSTRACT

This study examines the process of performance appraisal and reporting within organizations, focusing on how these practices contribute to employee development, motivation, and overall organizational success. Performance appraisal is a systematic evaluation of employee performance, often used to inform decisions related to promotions, compensations, and training needs. The research explores various appraisal methods such as self-assessment, manager assessments, 360-degree feedback, and the Balanced Scorecard approach. The study also investigates the importance of performance reporting—regularly documenting and communicating employee performance to ensure clarity, transparency, and alignment with organizational goals. Data were collected through surveys and interviews with HR professionals and managers to understand the strengths and limitations of different appraisal systems. The findings reveal that performance appraisals play a crucial role in improving employee performance, enhancing job satisfaction, and aligning individual goals with organizational objectives. However, challenges such as bias, subjectivity, and inconsistent feedback delivery can undermine the effectiveness of performance appraisals. The research highlights the significance of accurate reporting in ensuring that performance evaluations are objective, constructive, and action-oriented. The study concludes with recommendations for organizations to refine their appraisal and reporting processes, emphasizing the need for training, clear communication, and a focus on development rather than just evaluation.