1. OBJECTIVES OF STUDY

1. To judge the gap between the actual and the desired performance.

2. Helps to strengthen the relationship and communication between superior – subordinates and management – employees.

3. To diagnose the strengths and weaknesses of the individual & group of employees.

4. To provide feedback to the employees regarding their past performance.

5. To provide clarity of the expectations and responsibilities of the functions to be performed by the employees.

6. To assess the work performance of the employees.

7. To assess the training and development needs of employees for further development.

8. To review the potentiality of employees so that their future capability is anticipated.

9. To improve the communication system for overall development of the organization.

10. It provides for employees to correct their mistakes, and it also provides proper guidance for employee's development.