



INODAYA Hospitals - Kakinada

Documentation code:
INH/HRM.Doc.No:09

Policy on performance appraisal

Prepared date: 05/09/2023

Reference: HRM.7.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

POLICY ON PERFORMANCE APPRAISAL

1.0 POLICY:

Every full-time employee at INODAYA Hospital will receive at least one written evaluation a year from their supervisor. A copy of this appraisal is to be filed in each person's personnel file.

2.0 PURPOSE:

To ensure a fair and transparent tool to assess the performance of an employee for further development

3.0 SCOPE:

This policy applies to all INODAYA Hospital employees except temporary employees appointed for periods of less than three (6) months and short-term casual employees.

4.0 RESPONSIBILITY

- HR Manager
- Medical Director
- Concerned HOD's / All HOD's

5.0 DISTRIBUTION:

All the employee of the Hospital at the time of joining.

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Ms.Lakshmi Lavanya	Dr.D.N.S.Prakash
HR	Accreditation Coordinator	Medical Director



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6.0 PROCESS DETAILS:

6.1 DESCRIPTION OF THE PROCESS:

6.1.1 FREQUENCY OF APPRAISAL:

A formal Performance appraisal shall take place at the end of 6 months probation period and annual appraisal from April-March on the prescribed format in to two consecutive period's i.e Oct & April. Annual increments will be given either in Oct or April for every employee, on prescribed format. Where every employee would be evaluated on certain specific parameters relevant to the particular function. The employee shall be made aware of the parameters before the appraisal process.

6.1.2 PARAMETERS:

Specific and relevant parameters for a particular function are set and employee is made aware about them during Induction.

6.1.3 RATING METHOD AGAINST THE FIXED PARAMETERS:

- In the appraisal system the parameters are fixed and these parameters are rated 0 to 4 i.e.
 - ✓ Excellent 4
 - ✓ Very Good 3
 - ✓ Good 2
 - ✓ Needs Improvement 1
 - ✓ Unsatisfactory 0

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6.1.4 PARAMETER TO MEASURE:

1. Team working and developing others.
2. Energy, Determination and work Rate.
3. Leadership
4. Quality of work.
5. Punctuality
6. Flexibility/Adaptability
7. Technical knowledge/IT/Equipment/Machinery Skills
8. Time management.
9. Problem solving decision making.
10. Personal appearance & image.
11. Application of social responsibility within the organization.
12. Meeting deadlines/commitments.
13. Creativity.
14. Knowledge sharing.
15. Reporting and administration.

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6.2 ACTIVITY AND RESPONSIBILITY:

S.No	Activity	Responsibility
1.	Formal performance appraisals are generally conducted annually for all the staff in the organization. Each staff member is appraised by their respective HODs through a numerical rating system whereby the respective HOD/Managers are asked to score an individual against a number of objectives/attributes.	HOD of the Department
2.	The same is further evaluated by the Managing Director for the final approval.	Managing Director

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