



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

ISSUE NO:01	ISSUE DATE: 01.02.2017	SECTION NO:01	PAGE NO: 1 of 2
REVISION NO: 00	REVISION DATE:00	DOC: Performance Management	
ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/14	

Performance Management

Performance management is the process of assisting employees in maintaining or improving performance through defining clear expectations and development needs, ongoing employee coaching and development, and assessment of results. Performance management clarifies expected performance; helps the employee develop knowledge, skills, and attitudes; and holds the employee accountable for her or his work and behavior. Strong performance management is crucial to the success of any organization and/or project.

Process Description

Performance management is the process of defining clear performance expectations and development needs and ensuring ongoing employee coaching, development, monitoring, and assessment. This process assists employees in maintaining or improving performance and in developing knowledge, skills, and attitudes. It holds employees accountable for their work and behavior and is crucial to the success of any organization. As in all areas of personnel policy, local labor law should be consulted before designing and implementing a performance management system (PMS) to ensure compliance with the law. Employees and their direct supervisors are collaborators in implementing the PMS, as they all work toward the same goals.



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

ISSUE NO:01	ISSUE DATE: 01.02.2017	SECTION NO:01	PAGE NO: 2 of 2
REVISION NO: 00	REVISION DATE:00	DOC: Performance Management	
ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/14	

The following are some of the objectives of BSST effective PMS:

- Sets employees up to succeed, so they can serve the best interests of the organization,
- Provides guidance so employees understand what they are expected to achieve and the work-related behaviors that will lead to achievement of their goals,
- Provides enough flexibility that individual creativity and strengths are nurtured,
- Provides enough control that people understand what the organization is trying to accomplish,
- Ensures accountability of both employees and supervisors,
- Develops the skills and careers of employees,
- Ensures employees are empowered, motivated, and engaged to perform to their best potential

- Increases job satisfaction and morale among employees
- Reduces employee turnover and ensures employee retention
- Drives organizational success
- Promotes a positive organizational image and reputation

Note: All these sub-processes are further standardized through SOPs.

