

Online performance Appraising System During COVID-19

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Abstract: - Evaluating employees is an important condition for the growth of the company. It provides valuable information about employees' performance, weaknesses and strengths, and their training needs, and is used in determining eligibility for promotions and bonuses.

Many companies evaluate their employees on the basis of attendance and departure times, so what is important then is that the employee comes to the workplace and adheres to work dates. But how do you evaluate a remote working group that you cannot monitor directly? The traditional approach to evaluation is not suitable for this type of work.

Companies and remote work team managers should take into account the peculiarities of remote work, and adapt the evaluation system accordingly. In this article, we will give some advice on how to evaluate the performance of remote employees .

This paper aims to study the impact of the Corona pandemic on increasing the use of electronic appraising. The paper also presented a suggested model for electronic Appraising employee that helps many managers in different organization to do the electronic performance appraising.

Key-Words: - Performance, Online, Appraising, Corona virus, Pandemic.

1 Introduction

Staff performance evaluation in general is one of the most pressing manifestations of the managerial agenda in the short, medium and long term. The evaluation of the performance of employees in an organization measures the extent to which that institution achieves its goals set at the level of individuals and businesses at the same time.

The importance of employee performance evaluation is due to its being a vital process for taking corrective measures, or because of the results of that evaluation of the necessity to take specific decisions related to all work elements and pillars without exception.

With the technological development, job performance evaluation electronically became a matter within reach, and the spirit of the times, which was characterized by modernity in terms of possible tools for measuring levels of performance, imposed new trends in dealing with the requirements of job performance evaluation, taking into account the degree of technological culture of those in charge of an institution, The extent of the availability of technological performance measurement tools, or the management's conviction of the need for technological empowerment of job performance evaluation tools. Managers need tools to help them quickly and easily evaluate the performance of their

employees, and for this purpose many electronic templates have emerged that are designed to enable managers to evaluate the performance of their employees and track the outputs of that performance, and to monitor aspects of its development or decline.

2 The Concept of online Appraisal

The electronic appraising system is a website to attract international talent to fill vacancies in different type of organizations , and the site enables visitors and job seekers to search for vacancies, apply for vacancies, suggest vacancies to friends or colleagues suitable for the job, follow up on the status of the application, communicate Directly with recruiting officials, following up on interview details, withdrawing from a job application, and other services related to job application procedures .

3 Online Appraisal Method

Task completion programs not only enable managers to follow job performance, but also to follow up on the implementation of daily work tasks through administrative software that allows employees to electronically work side by side on projects of all kinds, and both employees and managers can follow up together through the same executive template regardless. Regardless of their whereabouts, all day-

to-day career processes, where the template shows who is the employee who performed a task in the specified period of time, and who failed to carry out his tasks, hence these templates are not only an evaluation tool, but rather their impact extends beyond From that, it collects at the same time an administrative property of high value that guarantees direct administrative supervision of employees, and a daily evaluation of the performance of each employee[10].

On the other hand, the electronic evaluation of employee performance does not obviate the urgent need to understand the basic axes of evaluating job performance, regardless of its method and style, whether traditional or modern. Managers must define the standard by which to perceive the reality of achievement and consider the task to be optimally accomplished, and managers must after Setting goals and defining them clearly, determining the relative weight of the accomplished, and realizing the critical importance of the impact of the relative weight on the value of the reliability of performance evaluation on the completion of tasks according to the timelines set for them. The electronic evaluation of job performance must also monitor the employee's commitment to working times, the completion of work according to their specified daily, weekly or monthly schedules, the employee's ability to work within one team and positively, and his avoidance of job conflicts, in addition to his ability to deal with various variables and fluctuations. In the work environment, and the application of successful solutions to overcome the crises encountered in the daily work [8].

Managers should also note the employee's ability to withstand pressure, the extent of his readiness to develop himself and the various professional capabilities, by joining the career development programs provided by the institution, and the extent of his benefit from those programs in terms of job practices that can be observed through his performance within the organization [2].

4 Online Performance Appraising Importance

Performance evaluation brings many benefits to the organization and its employees, the most important of which are:

A - Fundamental to management development processes, as it deals with many intertwined aspects Performance evaluation is essential.

B. Work procedures, including those related to the workers themselves, where they contribute.

C.The performance restriction process provides important information about the level of employee performance, and helps in determining A realistic basis on which development efforts should begin.

D - The performance appraisal process contributes to revealing the full capabilities and energies of workers It is an entry point for re-division of work and the allocation of responsibilities and roles.

E - The performance evaluation process contributes to improving and developing the performance of employees, as it assists the heads and leaders in the process.

F-Discovering weaknesses and deficiencies in the efficiency of workers and working to strengthen them, in addition to determine the type of guidance needed to drive employees' behavior and fill in their competencies.

G- Performance evaluation leads to suggesting appropriate financial rewards for employees through the information provided It is obtained from the performance appraisal process.

H- Performance evaluation is one of the basic methods used in identifying training needs, determining the types of training and development programs needed.

5 Online Performance Appraising Benefits

Description of the new performance appraisal system that the most important features of this curve is that it is easy to use and built on

The Internet and supports the following policy principles:

A- It reinforces the principle of dialogue between the superior and the subordinate.

B- Linking results and objectives.

C- Eliminate the increase in the number of employee appraisal layers.

D- Linking initiatives aimed at rewarding best performers and treating poor performers.

E- Enhancing the role of senior management in monitoring and planning.

6 Proposed online performance appraising



Fig. 1. Proposed Online Performance Appraising

7 Discussion

Performance evaluation is one of the most important activities and processes of human resources management, and it is one of the subsystems of this department that brings benefit to the individual and the organization in the form of better use of human resources, as performance evaluation revolves around the most important element of achieving productive efficiency, which is the human element [9].

Therefore, it is necessary that the organizations entrust the jobs to the most efficient workers, so that they can carry out their responsibilities and carry out their burdens. And so that you can know the levels of proficiency. Performance levels must be measured and evaluated, and this in turn requires setting standards and levels of performance and developing evaluation methods.

We can say that any work environment is interested in achievement and production and measuring them, and wants to know on an ongoing basis the strengths and weaknesses of its employees and higher management, it must continuously evaluate performance that has fair, neutral and transparent standards, and the benefits of this evaluation are important to the good employee in motivating him, rewarding him, and alerting the unhealthy employee. It guides him to appropriate training and perhaps adjusting his entire career path. Performance evaluation is important for the organization in making it work on a programmatic basis and is predictable for weaknesses and strengths. Neglecting performance evaluation work or ignoring its indicators jeopardizes the achievement of the organization's goals.

8 Conclusion

The performance of employee evaluation faced a challenge imposed by the emerging corona virus pandemic, by converting it from paper to electronic, which was initiated by a number of organizations and institutions around the world.

The records of the electronic performance evaluation during the year 2020, will take into account when filling out, the employees ceasing to work physically, but they continued to present their work remotely, and during the current year, the remote work periods began since the middle of last March, and for different periods, most of which were 90 days, which opens the door to new procedures for the evaluation mechanism in exceptional circumstances [1].

A number of jobs face the problem of evaluation in their remote work, especially those that work in the field, and among them are workers in movement, maintenance or sports and various activities, but specialists who have determined the evaluation in them will be based on the achievement of the plan and not linked to working hours. Therefore, this paper came to shed light on the electronic evaluation of employees, especially in the countries of the Middle East, taking into account the cessation of paper handling of performance records because of its health danger with the spread of the virus, and that the solution today is to convert these records from paper to electronic.

The results were that the evaluation process will not differ much, but rather it will increase accuracy and save time and effort in light of the existence of electronic infrastructure in various institutions, whether governmental or private.

She indicated that there is no harm in keeping some reports on paper, but the general majority must be converted to electronic, and there are programs that follow every step in electronic work, and the evaluation processes become faster.

We suggest here the formation of a specialized committee, for example - in organizations - that is responsible for converting performance records from paper to electronic and begins work on them from next year 2021, as these electronic records should have been worked out before the pandemic and today it is urgent for them after the emerging Corona virus.

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