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INTRODUCTION

- **Potential appraisal** is a system of assessing the hidden qualities of an employee for the purpose of preparing him for discharging higher responsibilities in future.
- It is a process of assessing the strengths and weakness of an employee with a view to use the same as a predictor of his future performance.

INTRODUCTION

- The objective of potential appraisal is to identify the potential of a given employee to occupy higher positions in the organisational hierarchy and undertake higher responsibilities.
- The basic premise behind potential appraisal is that every individual has certain hidden qualities in varying proportions these qualities may be in the form of decision making skills ,problem solving ,creative imagination and so on.

OBJECTIVES OF POTENTIAL APPRAISAL

- To inform employees about their future prospects.
- To help the organisation chalk out a suitable succession plan.
- To update training efforts from time to time.
- To advise employees about what they must do to improve their career prospects.

STEPS OF POTENTIAL APPRAISAL

- Role Description : It would be based on clarity of roles and functions associated with the different roles in an organisation. It requires extensive job descriptions to be made available for each job.
- Qualities Required :- It is necessary to have a detailed list of qualities which are required to perform each of these functions. The qualities divided into four parts technical knowledge & skills , managerial capabilities and qualities, conceptual capabilities & behavioural capabilities.

STEPS OF POTENTIAL APPRAISAL

- Indicators of Qualities :- A good potential appraisal system besides listing down the functions and qualities would also have various mechanism for judging these qualities in a given individual like rating by others, performance records and psychological records.
- Organising the system :- When the functions, qualities required to perform these functions, indicators of these qualities & mechanism for generating these indicators are clear ,an organisation is in a sound position to establish & operate potential appraisal system.

STEPS OF POTENTIAL APPRAISAL

- Feedback :- The last step is feedback ,if an organisation believes in the development of HR it should attempt to generate a climate of openness such environment will help an employee to understand their strength & weakness & to create opportunities for development.

EMPLOYEE COUNSELLING

- It is a dynamic relationship between two persons : a manager who is offering help (counsellor) and an employee to whom such help is given (counselee).
- It may be formal or informal .
- It focuses on developmental , educational and preventive concerns.
- It focuses on problem solving and situational difficulties.

OBJECTIVES OF EMPLOYEE COUNSELLING

- It helps him realize his full potential.
- It helps him understand his strength and weakness.
- It gains insight into his behaviour & analyse the dynamics of such behaviour.
- It helps him understand the work environment better.
- It prepare action plans for improving his behaviour & performance.



THANK YOU