

A Brief Analysis of How to Effectively Implement Performance Appraisal in Landscaping Institutions

Zhang Dong

Hebei University of Architecture, Zhangjiachou, Hebei, China

Abstract: *Landscaping institutions have a very important meaning to our country's green development. Nowadays, with the continuous improvement of social development level, the internal management of landscaping institutions should also be adjusted and changed accordingly, especially the performance appraisal of personnel. However, there are many deficiencies in the personnel performance appraisal, for which effective measures should be taken to improve the construction of the performance appraisal system and fully mobilize the enthusiasm of the staff of landscaping institutions.*

Keywords: landscaping institutions; Performance appraisal; Not enough; measure.

1. INTRODUCTION

At the present stage, landscaping institutions lack of perfect system management, and in human resources performance management is particularly obvious, which makes the work enthusiasm of the staff is seriously affected. Therefore, we should actively change the management mode and establish a perfect performance appraisal system, so as to ensure the healthy development of landscaping institutions.

2. MEANING AND FUNCTION OF PERFORMANCE APPRAISAL

2.1 Meaning of performance appraisal of public institutions

Performance mainly refers to the employee's completion of the set goals, but also the efficiency of input and output within a stage. Input mainly refers to the consumption of human, material, financial and time resources. Output mainly refers to the degree of achievement of expected goals. Performance appraisal is a relatively common employee appraisal system. It takes an effective way to evaluate employees' work behaviors and achievements after work, which is also an important part in the process of performance management. In addition, the performance appraisal of public institutions is mainly based on the tasks undertaken by the personnel in public institutions, and then comprehensively evaluate the work results of a certain stage. Through strict assessment, we can scientifically evaluate the working ability of the staff, improve the enthusiasm of the work, and create greater value for the unit.

2.2 The role of performance appraisal

The way of performance appraisal can scientifically evaluate the working ability and work results of the staff, and give certain rewards and punishments according to different situations, but also need to fully understand and grasp the development space of each employee, in order to promote the comprehensive development of personnel in landscaping institutions. Landscaping institutions to adopt the performance appraisal system can play a role in standardizing employee behavior, improving work efficiency and subjective initiative. Not only that, take this way of assessment can effectively improve the working ability of public institutions, help public institutions to establish a more positive image, and ultimately promote the stable development of public institutions.

3. CONTENTS AND METHODS OF PERFORMANCE ASSESSMENT OF LANDSCAPING INSTITUTIONS

3.1 Contents of performance appraisal

Landscaping institutions have more assessment indicators, which are mainly divided into four aspects, namely, morality, ability, diligence and performance. The proportion of the above four contents in the assessment system is different. "Virtue" mainly examines the political stance, ideological integrity and moral level of the workers. "Can" mainly examines the performance of workers' work, which covers the quality, efficiency, technical level and management level of work.

"Qin" mainly inspects the working attitude of employees, evaluates their initiative in work, and inspects whether the staff has a serious and responsible working attitude, whether they can constantly learn new knowledge and skills in daily work, and constantly improve themselves. "Performance" mainly measures the performance level of employees, which is usually composed of the quantity and quality of the work done.

3.2 Methods of performance appraisal

The performance assessment of landscape and greening institutions mainly adopts the way of combining the irregular assessment with the annual comprehensive assessment of the leading group. The irregular assessment adopted by landscape and greening institutions has significant dynamic characteristics, which mainly evaluates the performance of the work according to the daily work performance of the staff. In the year-end assessment of the assessment leading group, the main content of the assessment is to write a written report, analyze their own strengths and weaknesses in the work, as well as achievements in the work, so as to carry out the final democratic assessment and in-depth communication of ideas, and then complete the performance assessment work.

4. PROBLEMS IN THE PERFORMANCE APPRAISAL OF LANDSCAPING INSTITUTIONS

4.1 The leadership does not pay attention to performance appraisal

In our country, leaders of many landscape institutions do not attach importance to employees' performance appraisal work, and human resources management can not design relatively strict and detailed performance appraisal evaluation index system. Moreover, in the assessment, many leaders are unable to take the lead and spend a lot of time in the management of the business related to the unit. Therefore, it is difficult for the human resource management department to carry out the performance assessment in accordance with the requirements of the standard in the daily work.

4.2 Democratic evaluation cannot be effectively implemented

In some areas, the assessment results of landscaping institutions are not open and transparent enough, and the supervision is obviously insufficient. In addition, in the assessment work, usually fill in false moral results, so that the democratic evaluation can not fully play its due role.

4.3 Unscientific quantification of assessment standards

The performance appraisal work of landscape and greening institutions is not very perfect in terms of quantification. Because the work of landscape and greening institutions has strong service, the work of employees cannot directly create economic benefits. Therefore, in the process of performance appraisal, it is impossible to develop a very detailed and perfect evaluation index system.

4.4 Incomplete summary of performance appraisal

After the performance appraisal, some landscaping institutions began to ignore the work of performance appraisal, and did not conduct a comprehensive summary and reflection on the results of performance appraisal and the problems reflected in the process of performance appraisal, which also greatly affected the role of performance appraisal.

5. 4. EFFECTIVE MEASURES FOR PERFORMANCE APPRAISAL OF LANDSCAPING INSTITUTIONS

5.1 Actively change ideas and understand performance appraisal correctly

In performance management, performance appraisal plays an important role, which is also management. The content of the process can not be ignored. The evaluation process and the process of performance management will have a significant impact on the implementation of performance appraisal. High quality performance appraisal management can play the role of guidance and constraint on the work, but also can fully mobilize the enthusiasm of the landscaping institutions staff, improve the comprehensive quality and work ability of the staff. In a way, performance appraisal is one of the core contents in the development of landscaping institutions, so there must be strong support in the work. If we want to do a good job in performance appraisal, we must establish a scientific understanding of performance appraisal.

First of all, we should organize special work conference, staff conference and performance appraisal training and other work, and make full use of the power of mass media, do a good job of publicity, so that staff can truly realize the positive role of performance appraisal, performance appraisal as a focus of the work content.

Second, actively change the idea, the leadership needs to innovate in the management, and put the performance appraisal work on the agenda. In this process, we should also make clear the ultimate purpose of assessment. In addition, after the assessment results are determined, employees will be divided into different levels. Some employees with good performance will get certain rewards, while some employees cannot get rewards and will be punished if they make big mistakes.

Finally, managers should have a correct understanding of the fundamental purpose of performance appraisal, and scientifically

integrate the overall goal of individual development and unit development, increase the communication among employees, so as to accelerate the effective implementation of management work.

5.2 Improve democratic evaluation and evaluation

Democratic evaluation and evaluation should be carried out in accordance with the standard procedures. At the same time, in the assessment work, the internal staff's work completion, performance and self-construction can be counted through the way of evaluation meeting and evaluation vote. In addition, the evaluation group can be created. The evaluation group develops scientific objectives based on the work content and tasks. After consulting the information, the business objectives and responsibility objectives of the landscaping institutions can be quantitatively dealt with. If the work status of the unit cannot be truly reflected after consulting the data, the evaluation group should check the site in time and make a scientific evaluation. In the process of investigation, it is necessary to fully combine the actual situation, select a part of the staff to talk to understand the work of other staff.

5.3 Scientific setting of performance assessment indicators

It is necessary to design the index system reasonably in the work of performance appraisal, because the index system directly affects the effectiveness of performance appraisal. In the index design, it is necessary to fully integrate the opinions and suggestions of experts and scholars from multiple industries and departments as well as experienced leaders and staff, and attach importance to the effectiveness and comprehensiveness of the work in this process. This link is divided into three indicators, which are common index, personality index and plus or minus score. At the same time, its coverage is relatively large, in the process of assessment should also solicit the opinions of discipline inspection, court and environmental protection departments, fully show the pertinence of indicators, and adhere to the principle of specific problems and specific analysis in the work, to develop different assessment indicators for different industries. In addition, the sub-item design should fully highlight its service, the index should be clear enough, and the evaluation method should not be too complicated.

In addition, in this process, it is necessary to strengthen the evaluation of the quality and effect of the performance of the job responsibilities of landscape and greening institutions, and increase the proportion of the satisfaction of the service objects in the assessment process, so as to promote the rapid development of landscape and greening institutions to the direction of public services.

5.4 Improve the enthusiasm of landscaping institutions

In the work, we should increase public participation, attach importance to social evaluation, and add the important index of social responsibility fulfillment into the assessment, so as to actively show the public welfare of landscaping institutions and create a two-way feedback mode. Moreover, fully combined with a number of competent departments and assessment units for in-depth discussion, accurate transmission of the assessment requirements put forward by the superior, asking the landscaping institutions performance assessment work comments and suggestions, and then mobilize the enthusiasm of landscaping institutions.

5.5 Improve the assessment method and change the assessment cycle

Optimize the assessment method and evaluation level, evaluate the performance, service and work innovation of landscape and greening institutions from different perspectives, and ensure the accuracy and reliability of the assessment results. In addition, it is also necessary to attach importance to the daily supervision work, including the comprehensive business situation of the assessed units in the public indicators assessment system. And in the work actively improve the assessment scheduling supervision mechanism, adjust the assessment cycle, the implementation of quarterly assessment.

5.6 Strengthen communication and exchange in performance appraisal

In order to ensure that the performance appraisal of landscaping institutions can play a more fully role, it is necessary to do a good job in the development of performance appraisal content communication, in assisting the staff to achieve the work objectives, constantly increase communication efforts, so that the staff can clearly understand the goal to achieve. In addition, before the performance appraisal, the management personnel should carry out effective communication with the staff, and correctly understand the problems in the garden greening construction planning, so as to make the performance appraisal work smoothly. At the end of the assessment, the management should communicate with the staff face to face, carefully analyze the problems in the work, and help the staff find effective ways to solve the problems, so that the performance assessment work can proceed smoothly.

6. CONCLUSION

In the development of landscaping institutions, performance appraisal system has been playing an important role, but due to the influence of various factors, there are many problems in performance appraisal. Therefore, effective measures should be taken

to improve the deficiency in the work, more scientific performance appraisal and effectiveness, so as to promote the efficient operation of Chinese garden greening institutions.

REFERENCES

- [1] Xu Wenying. On How to effectively Implement Performance Appraisal in landscaping Institutions [J]. Human Resource Management,2017(1):79-81.
- [2] WEI X Z. Study on Countermeasures of Performance Appraisal of public Institutions [J]. Shanxi Agricultural Economics,2016(13):94. (in Chinese)
- [3] Cao Xiang. Discussion on How to effectively Implement Performance Appraisal in Public Institutions [J]. Enterprise Reform and Management,2016(12):88.