

Performance Appraisal Form for Supervisory and Support Services Group

2015

Section A: Employee Details

APPRAISAL PERIOD: 2015-2016

EMPLOYEE ID No. 200508022

NAME OF THE EMPLOYEE: Lhamo

POSITION TITLE:Adm. Asst-III

DIVISION: DoA

POSITION LEVEL:S5 'A'

DEPARTMENT/AGENCY:RNRRDC-Bajo

SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved specified by individual	Employee's Feedback/comment/justification	Final Score by Supervisor[1]
		Outstanding =[3.00-4.00]	Very Good =[2.00-2.99]	Good=[1.00 - 1.99]	Need improvement t [<=0.99]			
	1.1.Submitted to the Program Director the records on appointments, transfer, recruitment, promotion orders and leave/tour records of the RDC, staff and update Bio-data of all the staff.	Every 1 st day of the month	Every 2 nd days of the month	Every 3th days of the month	Beyond 3 nd day of the month			
	1.2 Update records on In-country and Ex-country training/workshops/study tour/seminar and submit to the Program Director.	Every 1 st day of the month	Every 2 nd days of the month	Every 3th days of the month	Beyond 3 nd day of the month			

1.Service delivery and information management enhanced	1. 3 Update records on In-country and Ex-country visitors to the centre and submit to the Program Director.	Every 1 st day of the month	Every 2nd day of the month	Every 3th day of the month	Beyond 4th day of the month			
	1.4 Facilitate superannuation/voluntary resignation of staff/farm attendant	Within 1 month after the receipt of application	Within 2 month after the receipt of application	Within 3 month after the receipt of application	Beyond 3 month after the receipt of application			
	1.5 Update personal file/ service book for staff and ESP of the centre.	Updated within 5days after the receipt of informatio	Updated within 7 days after the receipt of information	Updated within 8days after the receipt of information	Beyond 9 days after the receipt of information			
	1.6 Submission of quarterly progress	Updated within 5days after the receipt of informatio	one weeks after the completion of every quarter	Two weeks after the completion of every quarter	>Two weeks after the completion of every quarter			
	1.7 Submission of Annual Report	Jun-16	Jul-16	Aug-16	16-Sep			
	1.8 Preparation of AWPB on time	Aug-16	Sep-16	Oct-16	Nov-16			
2.Implement Anti-Corruption strategies	2.1 All officials in Position Level P% and above made to declare asset on time	100 % of staff	90-99 % of Staff	< 90%or =80% of Staff	<80 % of Staff			
	2.2 Gift register opened and instituted	Nov-15	Dec-15	Jan-16	16-Feb			

	2.3 Free of audit memos after annual auditing	0	1-5 Nos	6 Nos	>=10 Nos			
						Total		
						Final Score B. Total/No. of activities =.....		

Employee's Signature:

Date:

Supervisor's Signature:

Date:

[1] Note below concrete results achieved during the year that were agreed and rate them in the scale indicated in the target values.

SECTION C: Competency Behavior (30%)

Competency Behaviour	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.00-2.99] Level 3	Good [1.00-1.99] Level 2	Needs Improvement [<=.99] Level 1	Final Rating with Evidence of Behavior
1.Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet	• Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge	• Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities	• Makes judgements by using limited work knowledge and timely supervision required to carry the work activities	• Carries out work activities without critical judgement and not putting the work knowledge in use	

2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	<ul style="list-style-type: none"> • Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of the work output 	<ul style="list-style-type: none"> • Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work 	<ul style="list-style-type: none"> • Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised 	<ul style="list-style-type: none"> • Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality 	
3.Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and	<ul style="list-style-type: none"> • Submits problems and recommended solutions before time for supervisory intervention. 	<ul style="list-style-type: none"> • Submits problems and recommended solutions on time for supervisory advice 	<ul style="list-style-type: none"> • Submits problems without recommendation on time 	<ul style="list-style-type: none"> • Waits for supervisory intervention to resolve issues 	
4.Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned	<ul style="list-style-type: none"> • Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work 	<ul style="list-style-type: none"> • Work assigned are taken with strong responsibility to be completed 	<ul style="list-style-type: none"> • Any assigned work are done but requiring a minimum supervision 	<ul style="list-style-type: none"> • Initiates assigned work with reminder only 	
5.Interpersonal Skill	Demonstrates ability to work in teams and garner supports, built relationship and develop congenial	<ul style="list-style-type: none"> • Achieves individual performance targets while maintaining friendly relationship within and outside agency 	<ul style="list-style-type: none"> • Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency 	<ul style="list-style-type: none"> • Achieves individual performance with limited relationship within and outside agency 	<ul style="list-style-type: none"> • works only to serve self-interest and meet personal goals 	
6.Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly	<ul style="list-style-type: none"> • Articulates information to others in language that is clear, concise and easy to understand 	<ul style="list-style-type: none"> • Articulates information to other in languages that is understandable 	<ul style="list-style-type: none"> • Articulates information to other in limited language limited unto his/her level of understanding 	<ul style="list-style-type: none"> • Does not articulate information that is clear and concise 	

SECTION D: Final Performance Evaluation Score [Section B & C]

Particular	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
B. Performance	70%			

B. Performance	70%			
C. Competency Behaviors	30%			
Total				

Employee's Signature:

Date

Supervisor's Signature:

Date

Overall Rating Table:

Performer category	Definition	Rating scale
1.Outstanding	Achieved exceptionally high level of performance	3.00-4.00
2. Very Good	Performed at higher level than required	2.00-2.99
3. Good	Employee fulfilled requirement of the job	1.00-1.99
4. Needs Improvement	Results/Behavior far below performance requirement	<=0.99

