

Section A: Employee DetailsAPPRAISAL PERIOD: **July 2015 – June 2016**EMPLOYEE ID No: **200707324**NAME OF THE EMPLOYEE: **Pema Lhamo**POSITION TITLE: **Library Assistant**POSITION LEVEL: **S5 A**DIVISION: **RNR-RDC Bajo**DEPARTMENT/AGENCY: **DoA, MoAF****Section B: Performance Assessment (70%)**

Division Output	Activities	Targets Values	Target Achieved specified by Individual	Employee's Feedback/comm ent/ justification	Final Score by Supervisor			
		Outstanding= (3.00 – 4.00)	Very Good= (2.00 – 2.99)	Good = (1.00 – 1.99)	Need Improvement = (< 0.99)			
1. To Enhance services delivery and Information Management.	1.1. Distributions of annual reports and other publication of the Centre to other organization and institute.	July 2016	Aug. 2016	Sept. 2016	Oct. 2016			
	1.2. Maintain records and inventory of publication received from other organization.	Record inventory made 1 day after received of every subscription	Record inventory made 2 days after received of every subscription	Record inventory made 3 days after received of every subscription	Record inventory made beyond 3 days after received of every subscription			
	1.3. Make all the publication materials/reference materials available to all the staff and other user at any time9 24X7)	Made available within 30 min.	Made available within 40 min.	Made available within 1 hour	Made available beyond 1 hour			

1.4. Verified quarterly bills for Kuensel, Bhutan times, Bhutan observer and monthly bills of magazines and make payment to the supplier	Payment made within 1 day.	Payment made within 2 days	Payment made within 3 days.	Payment made within beyond 3 days.			
1.5. Process and purchase the books and other research materials requested by the staffs of the centre.	Within 1 month after receipt of requisition.	Within 2 months after receipt of requisition.	Within 3 months after receipt of requisition.	Beyond 3 months after receipt of requisition			
1.6. Maintains records of farmer and other visitors within the Centre with pictorial documentation	Records update 2 days after the visit of the visitor.	Records update 3 days after the visit of the visitor	Records update 4 days after the visit of the visitor.	Records update beyond 4 days after the visit of the visitor.			
1.7. Library management to the centre. Indexing, Cataloguing, Labeling, Proper shelving book.	Within 1 week after receipt of books.	Within 2 weeks after receipt of books.	Within 3 weeks after receipt of books.	Beyond 3 weeks after receipt of books.			
1.8. Submission of quarterly progress report on time.	1 week after the completion of every quarter.	2 weeks after the completion of every quarter	3 weeks after the completion of every quarter	>3 weeks after the completion of every quarter			
1.9. Submission of Annual Report.	June 2016	July 2016	Aug. 2016	Sep. 2016			
1.10. Preparation of AWPB on time.	August 2016.	Sep. 2016.	Oct.2016.	Nov. 2016			

2.Implement Anti-Corruption Strategies	2.1. Free of Audit Memos after Annual Auditing.	0	1-2 Nos	3-5 Nos	>20 Nos			
						Total		
						Final Score B. Total/ No of activities =		

Employee's Signature:
Date:

Supervisor's Signature:
Date:

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 [\leq.99] Level 1	Final Rating with Evidence of Behavior
1. Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	<ul style="list-style-type: none"> Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge 	<ul style="list-style-type: none"> Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities 	<ul style="list-style-type: none"> Makes judgements by using limited work knowledge and timely supervision required to carry the work activities 	<ul style="list-style-type: none"> 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 escalate them to appropriate authority	• Submits problems and recommended solutions before time for supervisory intervention.	• Submits problems and recommended solutions on time for supervisory advice	• Submits problems without recommendation on time	• Waits for supervisory intervention to resolve issues	
4.Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	• Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work	• Work assigned are taken with strong responsibility to be completed	• Any assigned work are done but requiring a minimum supervision	• Initiates assigned work with reminder only	
5.Interpersonal Skill	Demonstrates ability to work in teams and garner supports, built relationship and develop congenial work environment	• Achieves individual performance targets while maintaining friendly relationship within and outside agency	• Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency	• Achieves individual performance with limited relationship within and outside agency	• 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 and concisely both in oral and in writing	• Articulates information to others in language that is clear, concise and easy to understand	• Articulates information to other in languages that is understandable	• Articulates information to other in limited language limited unto his/her level of understanding	• 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%			
C. Competency Behaviour	30%			
Total				

Individual 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