

Performance Appraisal Form for Supervisory and Support Services Group

2015

Section A: Employee Details

APPRAISAL PERIOD: July 2015 - June 2016

EMPLOYEE ID No. 201001756

NAME OF THE EMPLOYEE: Tshering Tashi

POSITION TITLE: ICT Technical Associate I

DIVISION: Administration

POSITION LEVEL: S1 A

DEPARTMENT/AGENCY: DoA/RNR - RDC, 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 [<=0.99]			
	1.1 Attend to complaints from sectors and individual staff on LAN, internet and computer.	Resolve the problem within 1 hr. after receipt of complaint.	Resolve the problem within 2 hrs. after receipt of complaint.	Resolve the problem within 3 hrs. after receipt of complaint.	Beyond 3 hrs.			
	1.2 Checking of network cables, Switches, Routers, Modems and internet security.	Check every week on Monday.	Check every week on Tuesday.	Check every week on Wednesday.	Beyond Wednesday.			

1. To enhance efficiency and effectiveness in delivery of public services. / To improve access to affordable ICT services.	1.3 Analyze ICT equipment's performance in order to determine the need for repair and maintenance.	Checking done every week on every Monday.	Checking done every week on every Tuesday	Checking done every week on every Wednesday	Checking done beyond Wednesday .			
	1.4 Update inventory of all the ICT equipment's of RDC Bajo, RDSC Tsirang and ADTC Chimipang.	April 2016.	May 2016.	June 2016.	July 2016.			
	1.5. Updating and uploading of centre website.	Uploading done 1 hr. after the receipt of materials.	Uploading done 2 hrs. after the receipt of materials.	Uploading done 3 hrs. after the receipt of materials.	Uploading done beyond 3 hrs. after the receipt of materials.			
	1.6. Assist tenders/quotations related to all Networking equipment, computers and peripherals.	May 2016.	June 2016.	July 2016.	August 2016.			
	1.7 Make arrangement when ever there is meeting or workshop in training hall.	Arrangement made 30 times in a year.	Arrangement made 20 times in a year.	Arrangement made 15 times in a year.	Arrangement made 10 times in a year.			

2. To enhance service delivery and information management.	2.1 Submission of quarterly progress report on time.	Three days after the completion of every quarter.	One week after the completion of every quarter.	Two weeks after completion of every quarter.	>Two weeks after completion of every quarter.			
	2.2 Preparation of AWPB on time.	August 2016.	September 2016.	October 2016.	November 2016.			
3. Implement Anti-Corruption strategies.	3.1 Attend Audit queries as and when informed.	Timely attend to audit queries	Late response to audit queries	Attend audit queries after 1 week	Attend audit queries after 2 weeks			
	3.2 Carry out quality checks on IT related procurements	Quality check carried out on all (about 10) purchases for the year	Quality check carried out on all (about 5) purchases for the year	Quality check carried out on all (About 3) purchases for the year	Quality check carried out on all (Only 1-2) purchases for the year			
						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 organizational objectives and results	• 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	• 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	• Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work	• Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised	• 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	Score received	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
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