

Section A: Employee Details

APPRAISAL PERIOD: July 2015 to June, 2016

EMPLOYEE ID No: 20130802830

NAME OF THE EMPLOYEE: **DorjiKhandu**

POSITION TITLE: **Research Assistant II**

POSITION LEVEL: **S2 A**

DIVISION: **Horti- Vegetable**

DEPARTMENT/AGENCY: **RDC Bajo/ADTC, Chimipang**

Section B: Performance Assessment (: 70%)

Division Output	Activities	Targets			Need Improvement = (<=0.99)	Target Achieved specified by Individual	Employee's Feedback /comment/ justification	Final Score by Supervisor
		Outstanding (3.00-4.00)	Very good (2.00-2.99)	Good= (1.00-1.99)				
1. Permanent bed under green house constructed.	1.1. Discuss and develop planning on working procedure in collaboration with Project Manager. <ul style="list-style-type: none"> • Land development for green house. • Construction 4 sets of green house. • Construction of permanent bed. 	1 st week of March	2 nd week of March	3 rd week of March	4 th week of March			
		10 days	12 days	14 days	More than 14 days			
		8 days	12 days	14 days	More than 14 days			
		18 days	21 days	28 days	More than 28 days			
2. Asparagus production enhanced..	2.1. Discuss and develop planning on working procedure in collaboration with concern sector of RDC-Bajo.	1 st week of April	3 rd week of April	4 th week of April	2 nd week of May			

3. Cole crops production enhanced.	<ul style="list-style-type: none"> Land development and organic asparagus production (2 acres). 	4 th week of June	4 th week of July	4 th week August	After 4 th week of August			
	<p>3.1. Discuss and develop planning on working procedure in collaboration with concern sector of RDC-Bajo</p>	1 st week of August	3 rd week of August	1 st week of September	After 1 st week of Sep.			
	<ul style="list-style-type: none"> Land development Land mgt. for cole crops production (2 acres). 	2 nd week of September	4 th week of September	1 st week of October	After 1 st week of October			
4. Solanacea crop production enhanced.		4-5 times a day	Thrice a day	Twice a day	Below twice a day			
	<p>4.1. Discuss and develop planning on working procedure in collaboration with concern sector of RDC-Bajo</p>	1 st week of Jan	3 rd week of Jan	1 st week of Feb	After 1 st week of Feb			
	<ul style="list-style-type: none"> Land development Land mgt. of solanacea crops. 	18 days	25 days	30 days	More than 30 days			
		4-5 times a day	Thrice a day	Twice a day	Below twice a day			

5. Ornamental vegetable for flower exhibition enhanced.	5.1. Discuss and develop planning on working procedure in collaboration with Project Manager.	2 nd week of Nov.	3 rd week of Nov	4 th week of Nov	After 4 th week of Nov			
	<ul style="list-style-type: none"> Nursery develop for ornamental vegetable. 	1 st week of Jan	2 nd week of Jan	3 rd week of Jan	After 3 rd week of Jan			
	<ul style="list-style-type: none"> Nursery mgt.activities. 	Thrice a day	Twice a day	Once a day	No visit at all.			

						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 [≤.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	<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 work activities and solicits support.	<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 work environment	<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 and concisely both in oral and in writing	<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	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