

**Section A: Employee Details**

APPRAISAL PERIOD: **JULY 2015 - JUNE 2016**

EMPLOYEE ID No: **9808057**

NAME OF THE EMPLOYEE: **DOLEY**

POSITION TITLE: **SR. AGRICULTURE SUPERVISOR**

POSITION LEVEL: **P4 A**

DIVISION: **RNR-RDC, BAJO**

DEPARTMENT/AGENCY: **DOA**

**Section B: Performance Assessment (IWP: 70%)**

| Division Output   | Activities   | Targets                    |                          |                      |                              | Target Achieved specified by Individual | Employee's Feedback/comment/ justification | Final Score by Supervisor |
|---|--|----------------------------|--------------------------|----------------------|------------------------------|---|--|---------------------------|
|   |  | Outstanding<br>[3.00-4.00] | Very Good<br>[2.00-2.99] | Good<br>[1.00 -1.99] | Need Improvement<br>[<=0.99] |   |  |                           |
| 1. Increased field crops production for enhancing cereal self sufficiency | 1. Seed production and maintenance of released rice varieties (Khangma Map, Wengkhar Rey Kaap) | > 1500 kgs                 | 1000to 1499 kgs          | 750 to 999 kgs       | < 750 kgs                    |   |  |                           |
|   | 2. Production Evaluation of new improved rice varieties.                                       | Mar 2016                   | Apr 2016                 | May 2016             | June 2016                    |   |  |                           |
|   | 3. Seed production and maintenance of released and potential                                   | > 1200 kgs                 | 850 to 1199 kgs          | 500 to 849 kgs       | < 500 kgs                    |   |  |                           |

# Performance Appraisal Form for Supervisory and Support Services Group | 2015

|   |  |  |   |  |  |  |  |  |
|---|--|--|---|--|--|--|--|--|
|   | maize varieties<br>(Chaskarpa Ashom & Ganesh 2)  |  |   |  |  |  |  |  |
|   | 4. Production Evaluation trials of new improved Maize varieties in diseases affected areas | Mar 2016                                       | Apr 2016                                    | May 2016                                     | June 2016                                      |  |  |  |
|   | 5. Seed production of dry land wheat under maize based system (NL 1073)                    | >500 kgs                                       | 300 to 499 kgs                              | 150 to 299 kgs                               | < 150 kgs                                      |  |  |  |
|   | 6. Trial establishment for Initial Evaluation of ICARDA Barley lines.                      | Sep 2015                                       | Oct 2015                                    | Nov 2015                                     | Dec 2015                                       |  |  |  |
|   | 7. Trial establishment for Phenotypic characterization of traditional Barley cultivars.    | Sep 2015                                       | Oct 2015                                    | Nov 2015                                     | Dec 2015                                       |  |  |  |
|   | 8. Seed production of elite Oil crop varieties.  | > 100 kgs                                      | 50 to 99 kgs                                | 25 to 49 kgs                                 | < 25 kgs                                       |  |  |  |
| <b>2. Enhance service delivery and information management</b> | 2.1 Submission of quarterly progress report on time  | One week after the completion of every quarter | Two weeks after completion of every quarter | >Two weeks after completion of every quarter | >Three weeks after completion of every quarter |  |  |  |

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|  |                                 |          |          |          |          |   |  |  |
|--|---------------------------------|----------|----------|----------|----------|---|--|--|
|  | 2.2 Submission of Annual Report | Jun 2016 | Jul 2016 | Aug 2016 | Sep 2016 |   |  |  |
|  | 2.3 Preparation of AWPB on time | Aug 2015 | Sep 2015 | Oct 2015 | Nov 2015 |   |  |  |
|  |                                 |          |          |          |          | <b>Total</b>  |  |  |
|  |                                 |          |          |          |          | <b>Final Score B. Total/No of activities =</b><br>..... |  |  |

Employee's Signature:  
Date:

Supervisor's Signature:  
Date:

**SECTION C: Competency Behavior (30%)**

| <b>Competency Behavior</b> | <b>Quality &amp; Description</b>  | Outstanding [3.00-4.00]<br>Level 4   | Very Good [2.99-2.99]<br>Level 3  | Good [1.00-2.99]<br>Level 2  | Needs Improvement [≤.99]   | 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"> <li>• Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge</li> </ul> | <ul style="list-style-type: none"> <li>• Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities</li> </ul>                | <ul style="list-style-type: none"> <li>• Makes judgements by using limited work knowledge and timely supervision required to carry the work activities</li> </ul>                      | <ul style="list-style-type: none"> <li>• Carries out work activities without critical judgements and not putting the work knowledge in use</li> </ul>                    |  |
| 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"> <li>• Submits problems and recommended solutions before time for supervisory intervention.</li> </ul>   | <ul style="list-style-type: none"> <li>• Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work</li> </ul> | <ul style="list-style-type: none"> <li>• Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised</li> </ul> | <ul style="list-style-type: none"> <li>• Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality</li> </ul> |  |
| 3. Decisiveness            | Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to                                  | <ul style="list-style-type: none"> <li>• Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work</li> </ul>                              | <ul style="list-style-type: none"> <li>• Submits problems and recommended solutions on time for supervisory advice</li> </ul>   | <ul style="list-style-type: none"> <li>• Submits problems without recommendation on time</li> </ul>  | <ul style="list-style-type: none"> <li>• Waits for supervisory intervention to resolve issues</li> </ul>   |  |

|                                    |  |  |  |  |   |  |
|------------------------------------|--|--|--|--|---|--|
|                                    | appropriate authority  |  |  |  |   |  |
| 4. Leadership & Influencing Skills | Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.                    | <ul style="list-style-type: none"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency</li> </ul>  | <ul style="list-style-type: none"> <li>• Work assigned are taken with strong responsibility to be completed</li> </ul>   | <ul style="list-style-type: none"> <li>• Any assigned work are done but requiring a minimum supervision</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Initiates assigned work with reminder only</li> </ul>                |  |
| 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"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency.</li> </ul> | <ul style="list-style-type: none"> <li>• Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency</li> </ul> | <ul style="list-style-type: none"> <li>• Achieves individual performance with limited relationship within and outside agency</li> </ul>              | <ul style="list-style-type: none"> <li>• works only to serve self-interest and meet personal goals</li> </ul> |  |
| 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"> <li>• Articulates information to others in language that is clear, concise and easy to understand</li> </ul>                | <ul style="list-style-type: none"> <li>• Articulates information to other in languages that is understandable</li> </ul>   | <ul style="list-style-type: none"> <li>• Articulates information to other in limited language limited unto his/her level of understanding</li> </ul> | <ul style="list-style-type: none"> <li>• Does not articulate information that is clear and concise</li> </ul> |  |

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

| Particular              | % Allocated | Final Score | Supervisor's Comment, if any | Head of Agency's Comments if any |
|-------------------------|-------------|-------------|------------------------------|----------------------------------|
| B. Performance          | 70%         |             |                              |                                  |
| C. Competency Behaviors | 30%         |             |                              |                                  |
| <b>Total</b>            |             |             |                              |                                  |

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       |