

# Performance Appraisal Format | 2015

## Section A: Employee Details

	<b>APPRAISAL PERIOD: July 2015-June 2016</b>				
	<b>EMPLOYEE ID No: 20160106431</b>				
	<b>NAME OF THE EMPLOYEE: PassangTshering</b>				
<b>POSITION TITLE: Agriculture Officer</b>			<b>POSITION LEVEL: P4 A</b>		
<b>DIVISION: Field Crops</b>			<b>DEPARTMENT/AGENCY: DoA/RNRRDC, Bajo</b>		

## Section B: Individual Work Plan (IWP: 70%)

Division Output	Activities	Target Values				Target Achieved specified by individual	Employee's Feedback/comment/Justification	Final Score by supervisor
		Outstanding=(3.00-4.00)	V.Good=2.00-2.99	Good=1.00-1.99	NeedImprovement(<= .99)			
<b>1.Enhanced rice production ( Increased rice productivity and production through R &amp; D)</b>	1. Assist the implementation of rice nursery for upcoming trials	March 2016	Apr 2016	May 2016	Jun 2016			
	2. Assist the implementation of on-station rice trails	May 2016	Jun 2016	Jul 2016	Aug 2016			
	3. Assist the data collection of on station rice trails and carry out regular monitoring of the fields	May 2016	Mid May 2016	June 2016	Mid June			
	4. Assist in carrying out upland rice survey in Western and Southern Dzongkhags	Mar 2016	April 2016	May 2016	Jun 2016			
<b>2. Enhanced Oilseeds production</b>	1.Assist the harvesting of oilseeds seed production on station	Last week of March	1 <sup>st</sup> week of April	Mid week of April	Last week of April			
Total								
Final Score B. Total/No of activities=								

Employee's Signature:

Supervisor's Signature:

Date:

Date:

## Section C: Core Competencies (30%)

SECTION C: Competency Behavior (30%)						
Competency Behaviour	Quality & Description	Outstanding [3.00-4.00]	Very Good [2.00-2.99]	Good [1.00-1.99]	Needs Improvement [ $\leq .99$ ]	Final Rating with Evidence of Behavior
		Level 4	Level 3	Level 2	Level 1	
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 judgement 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>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</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>Submits problems and recommended solutions before time for supervisory intervention.</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>	

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

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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%			
<b>Total</b>					
Employee's Signature:					
Date					
Supervisor's Signature:					
Date					
Overall Rating Table:					
Performer category	Definition			Rating scale	
<b>1. Outstanding</b>	Achieved exceptionally high level of performance			3.00-4.00	
<b>2. Very Good</b>	Performed at higher level than required			2.00-2.99	
<b>3. Good</b>	Employee fulfilled requirement of the job			1.00-1.99	
<b>4. Needs Improvement</b>	Results/Behavior far below performance requirement			<=0.99	