

Section A: Employee Details

APPRAISAL PERIOD: July, 2015 to June, 2016

EMPLOYEE ID No.: 201001159

NAME OF THE EMPLOYEE: Tshering Wangchen

POSITION TITLE: Sr. Research Officer

POSITION LEVEL: P₃A

DIVISION: RNR-RDC, Bajo

DEPARTMENT/AGENCY: DoA / MoAF

Section B: Individual Work plan (IWP: 70%)

Division Output	Activities	Targets				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)	Need Improvement(<=,99)			
Enhanced rice production	1. Facilitate and procure seeds for rice breeding.	Dec 2015	Jan 2016	Feb 2016	March 2016			
	2. Procure equipments required for rice breeding	March 2016	April 2016	May 2016	June 2016			
	3. Plan and assist the establishment of nursery for rice breeding	March 2016	April 2016	May 2016	June 2016			

	4. Carry out rice breeding activities in the breeding house	10 crosses	8 crosses	5 crosses	2 crosses			
	5. Assist the implementation of upland rice survey in the West central and southern Dzongkhags	Mar 2016	Apr 2016	May 2016	June 2016			
	6. Assist in proposing the field crops sector budget for the upcoming financial year	Dec 2015	Jan 2016	Feb 2016	March 2016			
	7. Write the field crops sector annual report and compile the report of all the sectors	Aug 2015	Sept 2015	October 2015	Nov 2015			
						Total		
						Final Score B. Total/No of activities =		

Employee's Signature:
Date:

Supervisor's Signature:
Date:

Section C: Core Competencies (30%)

Competency Behavior	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.99-2.99] Level 3	Good [1.00-2.99] Level 2	Needs Improvement [≤.99]	Final Rating with Evidence of Behavior
1. Analytical Skills and Intellectual capacity	1.1 Sense of perspective <i>Demonstrates intellectual flexibility, imagination and socio political sensitivity in developing a holistic appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit</i>	<ul style="list-style-type: none"> Thinks ahead to anticipate issues, identifies opportunities and appreciates implications Exercise imaginations and creativity to generate a range of alternative solutions Exercise imaginations and creativity to generate a range of alternative solutions 	<ul style="list-style-type: none"> Takes strategic steps and ways to achieve and enhance the achievement of the target 	Need guidance in identifying the opportunities and solutions to solve work towards achieving the target	Is hasty in formatting opinions and judgment taking action before assessing implications and Focuses on day to day problems at the expense of longer term planning	
	1.1 Analysis and Judgment: <i>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</i>	<ul style="list-style-type: none"> Analyses situations and problems in a systematic and logical manner to identify key issues Makes sound judgment based on rigorous, independent thinking Makes 	<ul style="list-style-type: none"> Proposes strong judgmental recommendation towards overall issues for a realistic achievement 	<ul style="list-style-type: none"> Limited to supervisory directives in tackling the problems and issues and does not provide any strong judgmental recommendation to own issues 	<ul style="list-style-type: none"> Makes assumption based on superficial analysis Spends too long on analysis and deliberating at the expense of responding in a timely fashion 	

		good use of background knowledge				
2. Influence & Collaboration	2.1. Influencing and Inspiring: <i>Persuades, motivates and inspires others, developing a sense of purpose and unity</i>	<ul style="list-style-type: none"> Put team's success ahead of personal success Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions. 	<ul style="list-style-type: none"> Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit 	<ul style="list-style-type: none"> Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others. 	<ul style="list-style-type: none"> Blame others for mistakes and/or setbacks that negatively affect team results 	
	2.2 Collaboration & Engagement: <i>Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.</i>	<ul style="list-style-type: none"> Help to keep team performance and morale high even during periods of intense pressure or heavy workload. Actively seeks development opportunities for team 	Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized	<ul style="list-style-type: none"> confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team. 	<ul style="list-style-type: none"> Work only to serve self-interests and meet personal goals Blame others for mistakes and/or setbacks that negatively affect team results. 	
3. Motivation for Excellence	3.1. Achieving Results: <i>Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high</i>	<ul style="list-style-type: none"> Achieves all targets set within the allocated resources without compromising on the quality Minimizes waste of his 	<ul style="list-style-type: none"> Always look towards achieving the result with best quality within the resources under his/her control 	<ul style="list-style-type: none"> Hard working towards achieving the results but needs extra resources to achieve 	<ul style="list-style-type: none"> Do not deliver as per the set targets and budget allocated Wastes his Agency and nation's resources 	

		Agency and nation's resources				
	3.2 Commitment and Accountability: <i>Demonstrates personal integrity and commitment to serving Bhutan's national interest</i>	<ul style="list-style-type: none"> Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients - Ready and willing to take additional responsibility by one's own initiatives 	Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives	Upholds the bond towards one public family as and when required only and resistance to take initiatives	<ul style="list-style-type: none"> Breach the norms and values of the society Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership. Do not participate in any extra assignments 	

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%			
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