

Section A: Employee Details

APPRAISAL PERIOD: 2015-2016

EMPLOYEE ID No. 200607039

NAME OF THE EMPLOYEE: Birkha Bahadur Tamang

POSITION TITLE: Sr. RA

DIVISION:

POSITION LEVEL: P5

DEPARTMENT/AGENCY: RNR-RDC, Bajo, DoA, MoAF

SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved by specified 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. Enhanced citrus production	1.1. Monitor, execute and record routine management activities.	>100%	All records in track (100%)	< 60%	60% or less			
	1.2. Identify and prepare suitable citrus scion woods.	>2000 nos.	1500-2000 nos.	<1500 nos.	1500 or less			
	1.3. Produce quality seedlings (rootstocks & collection of accessions)	>2000 nos.	1500-2000 nos.	<1500 nos.	1500 or less			
	1.4. Multiply daughter trees.	>500 nos.	350-500 nos.	<350 nos.	350 or less			
	1.5. Pot and re-pot daughter trees.	>500 nos.	400-500 nos.	<400 nos.	400 or less			
	1.6. Install increased daughter blocks.	>2 nos.	2 nos.	<2 nos.	2 nos. or less			
	1.7. Find, purchase and collect potting media.	>15 TL	10-15TL	<10 TL	10TL or less			
	1.8. Lay gravel screen house floor.	> 200 sq. m	200 sq. m	< 200 sq. m	200 sqm or less			
	1.9. Produce sufficient quality seedlings for outreach program.	> 1000 nos.	600-1000 nos.	<600 nos.	600 or less			
	1.10. Conduct calendar management practices for demo orchards.	>2 orchards	2 orchards	<2 orchards	2 or less			

	1.11. Install drip irrigation facility. 1.12. Record phenology & conduct crop cut.	>50 trees >2 orchards	50 trees 2 orchards	<50 trees <2 orchards	50 or less 2 or less			
2. Enhanced service delivery.	2.1. Train farmers in fruit plant production and management. 2.2. Provide technical support during fruit plant propagation program. 2.3. Conduct mango weevil management program. 2.4. Assist in arranging scion woods to private nursery growers.	>200 farmers 10 geogs >2 locations > 2 nurseries	150-200 farmers 5-9 geogs 2 locations 2 nurseries	<100 farmers <5 geogs <2 locations <2 nurseries	100 or less 5 or less 2 or less 2 or less			
3. Anti-corruption strategies implemented	3.1. Submit asset declaration (AD) report to ACC	10-11 working days before the due date of AD	8-9 working days before the due date of AD	1 week before the due date of AD	Beyond 1 week after due date od AD			
							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	• 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	• 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	• 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	• 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	• 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	• 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	
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SECTION D: Final Performance Evaluation Score [Section B &C]

Particular	% 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