

# Performance Appraisal Form for Professional and Management Services Group

2015

## Section A: Employee Details

APPRAISAL PERIOD: **July 2015 to June 2016**

EMPLOYEE ID No. **9608034**

NAME OF THE EMPLOYEE:

**Gyeltshen Tshering**

POSITION TITLE: **Research Officer**

POSITION LEVEL: **P4A**

DIVISION: **Horticulture**

DEPARTMENT/AGENCY: **DoA, MoAF**

## SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved specified by individual	Employee's Feedback /comment /justificat	Final Score by Supervisor [1]
		Outstandi ng=[3.00-4.00]	Very Good =[2.00-2.99]	Good=[1.00 -1.99]	Need improve ment [<=0.99]			
<b>1. Increased fruits and nuts production: Strengthen R&amp;D activities (Germplasm, Nurseries &amp; Production management-canopy</b>	1. 1. Maintained germplasms of 10 Avocado , 45 mango , 13 pomegranate, 93 grape, 20 sub-tropical apple, 9 apricot, 22 pecannut, 50 citrus variety evaluation plants, 37 citrus rootstock scion compatability trial plants	299 plants	200 -298 plants	100 -199 plants	1-99 plants			
	1.1.1. Coordinated and supervised Irrigation in fruit tree germplasm plantations	10 days	11-15 days	16-20 days	< 20 days			
	1.1.2. Coordinated and supervised manures and fertilizer application in fruit tree germplasm plantations	5-7 days	8-10 days	11-15 days	< 15 days			
	1.1.3. Coordinated and supervised winter and summer pruning on fruit tree germplasm plantations	10 days	11-15 days	15-20 days	< 20 days			

management)	1.1.4. Coordinated and supervised on fruit tree basin mentanance and weeding in fruit tree germplasm plantations block	15 days	16-20 days	21-25 days	< 25 days			
	1.1.5. Coordinated and supervised on PP chemical application on fruit tree germplasm plantations block	5 days	6-8 days	9-10 days	< 10 days			
	1.1.6. Coordinated and supervised on harvesting of fruits in germplasm plantations block	5 days	6-10 days	11-15 days	< 15 days			
	1.1.7. Carried out fruit quality analysis in the labouratory	6 days	7-8 days	9-10 days	< 10 days			
	2.1. Established model avocado orchards for promotion of new technologies, income generation, and nutrition under wangdue dzongkhag	2 acres	1.5 - 1.99 acres	1 acre	> 1 acre			
	2.2. Established 1 pecannut model orchards for income and nutrition	0.5 acre	0.4 acre	0.3 acre	>0.3 acre			
	2.3. Established 1 pomegranate model orchards for promotion of new technologies, income generation, and nutrition under wangdue dzongkhag	1 acre	0.5-0.99 acre	0.2-0.499 acre	>0.2 acre			
	2.4. Established pear demonstration orchards for promotion of new technologies, income generation, and nutrition under wangdue dzongkhag	5-7 acres	3-4 acres	2-3 acres	< 1 acre			
	2.5. Established softshell walnut demonstration orchards for promotion of new technologies, income generation, and nutrition under wangdue dzongkhag	<1 acre	0.6-1 acre	0.5 acres	>0.2 acre			

**2. Increased fruits and nuts production:  
Promotion of fruits and nuts for commercialization**

2.6. Carried out top-working/grafting on local fruit cultivars for promotion of new technologies, income generation, and nutrition under Punakha and Wangduephodrang dzongkhag	150-200 trees	100-149 trees	50-99 trees	> 50 trees			
2.7. Ensured Fruit and nut seedlings availability in the nursery at the station for out-reach program	< 1500 seedlings	1000-1500 seedlings	1000 seedlings	> 100 seedlings			
2.7.1. Planned, coordinated and supervised in nursery field preparation	7 days	7-10 days	11-15 days	<15 days			
2.7.2. Coordinated and supervised in nursery bed preparation, manures and fertilizer application	6 days	7-10 days	11-15 days	<15 days			
2.7.3 Coordinated and supervised in seed sowing and seedling transplanting	5 days	6-7 days	8-10 days	< 10 days			
2.7.4 Coordinated and supervised in nursery irrigation and mulching	5 days	6-7 days	8-10 days	< 10 days			
2.7.5. Coordinated and supervised in nursery weeding and rogging	10 days	11-15 days	16-20 days	< 20 days			
2.7.6. Grafted plants	500 nos	300-499 nos	200-299 nos	> 100 nos			
2.7.7. Coordinated and helped in packing of fruit plant seedlings for out-reach programe	5 days	6-7 days	8-9 days	< 10 days			
2.7.8. Coordinated in nursery seedling uprooting and trenching	5 days	6-7 days	8-9 days	< 10 days			
2.8. ) Provided technical support to RDCs, Dzongkhags and fruit and nut nursery growers in the region	4 times	3 times	2 times	1 time			

<b>3. Increased fruits and nuts production: Improve seed &amp; seedling production and distribution system</b>	3.1. Identified 4 farmers and established private nursery on fruits crops seedling production in the region.	5 nursery	4 nursery	3 nursery	> 3 nursery			
	3.2. Provided technical support to NSC for quality fruit seedling production	4 times	3 times	2 times	1 time			
<b>4.Implemented anti-corruption study</b>	4.1. All officials in Position level P5 and above made to declare asset on time	Within the deadline	One week after deadline	Two weeks after deadline	three weeks after deadline			
	4.2.Free of audit memos after annual auditing	>0 memos	1-2 memos	3-4 memos	<4 memos			
						<b>Total</b>		
						<b>Final Score B. Total/No. of activities =.....</b> ...		

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%)

Potential Assessment	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 Level 1	Final Rating with Evidence
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1. Analytical and Intellectual Capacity	<b>1.1. Sense of Perspective:</b> <i>Demonstrates intellectual flexibility, imagination and socio political</i>	<ul style="list-style-type: none"> <li>· Thinks ahead to anticipate issues, identifies opportunities and appreciates implications</li> <li>· Exercise imaginations and creativity to generate a range of alternative solutions</li> <li>· Takes strategic perspective when formulating proposals and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>· Takes strategic steps and ways to achieve and enhance the achievement of the target</li> </ul>	Need guidance in identifying the opportunities and solutions to solve work towards achieving the target	<ul style="list-style-type: none"> <li>· 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</li> </ul>	
	<b>1.2 Analysis and Judgment:</b> <i>Demonstrates power of analysis and a sense of reality in the context of complex</i>	<ul style="list-style-type: none"> <li>· Analyses situations and problems in a systematic and logical manner to identify key issues</li> <li>· Makes sound judgment based on rigorous, independent thinking</li> <li>· Makes good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>· Proposes strong judgmental recommendation towards overall issues for a realistic achievement</li> </ul>	<ul style="list-style-type: none"> <li>· Limited to supervisory directives in tackling the problems and issues and does provide any strong judgmental recommendation to owns issues</li> </ul>	<ul style="list-style-type: none"> <li>· Makes assumption based on superficial analysis</li> <li>· Spends too long on analysis and deliberating at the expense of responding in a timely fashion</li> </ul>	
2. Influence & Collaboration	<b>2.1.Influencing and Inspiring:</b> <i>Persuades, motivates and inspires others, developing a sense</i>	<ul style="list-style-type: none"> <li>· Put team's success ahead of personal success</li> <li>· Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions.</li> </ul>	<ul style="list-style-type: none"> <li>· Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to</li> </ul>	<ul style="list-style-type: none"> <li>· Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation</li> </ul>	<ul style="list-style-type: none"> <li>· Blame others for mistakes and/or setbacks that negatively affect team results.</li> </ul>	
	<b>2.2 Collaboration &amp; Engagement:</b> <i>Takes lead in communication and consultation,</i>	<ul style="list-style-type: none"> <li>· Help to keep team performance and morale high even during periods of intense pressure or heavy workload.</li> <li>· Actively seeks development opportunities for team</li> </ul>	<ul style="list-style-type: none"> <li>· Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized.</li> </ul>	<ul style="list-style-type: none"> <li>· confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team.</li> </ul>	<ul style="list-style-type: none"> <li>· Work only to serve self-interests and meet personal goals</li> <li>· Blame others for mistakes and/or setbacks</li> </ul>	
3. Motivation for Excellence	<b>3.1. Achieving Results:</b> <i>Strives hard to achieve agency's five year and annual targets</i>	<ul style="list-style-type: none"> <li>· Achieves all targets set within the allocated resources without compromising on the quality</li> <li>· Minimizes waste of his Agency and nation's resources</li> </ul>	<ul style="list-style-type: none"> <li>· Always look towards achieving the result with best quality within the resources under his/her control</li> </ul>	<ul style="list-style-type: none"> <li>· Hard working towards achieving the results but needs extra resources to achieve it</li> </ul>	<ul style="list-style-type: none"> <li>· Do not deliver as per the set targets and budget allocated</li> <li>· Wastes his Agency and nation's resources</li> </ul>	
	<b>3.2 Commitment and Accountability:</b> <i>Demonstrates personal integrity and commitment to serving</i>	<ul style="list-style-type: none"> <li>· Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients</li> <li>· Ready and willing to take additional responsibility by one's own initiatives</li> </ul>	<ul style="list-style-type: none"> <li>· Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the</li> </ul>	<ul style="list-style-type: none"> <li>· Upholds the bond towards one public family as and when required only and resistance to take initiatives</li> </ul>	<ul style="list-style-type: none"> <li>· Breach the norms and values of the society</li> <li>· Speak and act in a</li> <li>· Do not participate n</li> </ul>	

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

Particular	Score	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
D. Performance		700/			

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</b>	Results/Behavior far below performance requirement	<=0.99