

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

## Section A: Employee Details

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

EMPLOYEE ID No: **200507065**

NAME OF THE EMPLOYEE: **LUNGKI**

POSITION TITLE: **SR. RESEARCH ASSISTANT**

POSITION LEVEL: **P5A**

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/comm ent/ justification	Final Score by Supervisor
		Outstanding [3.00-4.00]	Very Good[2.00-2.99]	Good [1.00 -1.99]	Need Improvement [<=0.99]			
<b>1. Promoted fruits and nuts production</b>	<b>1.1</b> Adaptive Evaluation of Pecan (1 varieties)	last week of April,2016	Last week of May, 2016	1st week of june,2016	last week of June,2016			
	<b>1.2</b> Adaptive Evaluation of Persimmon (2 varieties)	last week of April,2016	Last week of May,2016	1st week of june,2016	last week of June,2016			
	<b>1.3</b> Adaptive Evaluation of Kiwi (1 varieties)	last week of April,2016	Last week of May,2016	1st week of june,2016	last week of June,2016			

<b>1.4</b> Varietal Evaluation of Peach (5 vars)	last week of April	Last week of May	1st week of June	last week of June			
<b>1.5</b> Production of Kiwi seedlings (1000 nos)	1000 nos.	800 nos.	700 nos.	400 nos.			
<b>1.6</b> Production of Avocado seedlings (500nos.)	600 nos.	500 nos.	400 nos.	300 nos.			
<b>1.7</b> Production of Persimmon seedlings (1000 nos)	900 nos.	800 nos.	700 nos.	400 nos.			
<b>1.8</b> Production of Peach seedlings (2000 nos)	2000 nos.	1000 nos.	800 nos.	700 nos.			
<b>1.9</b> Production of Pear seedlings (2500 nos)	2500 nos.	2000 nos.	1500 nos.	1000 nos.			
<b>1.10</b> Maintenance of mother blocks (Peach, Pear and apple) for root stocks.	last week of April,2016	Last week of Ma,2016	1st week of June,2016	1st week of June,2016			
<b>1.11</b> Monitoring Assorted fruits demonstration.	last week of April,2016	Last week of May,2016	1st week of June,2016	last week of June,2016			

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	1.12 creates awareness on Weevil management in mango.	last week of April,2016	last week of April,2016	2nd week of may,2016	last week of June,2016			
2. Improve Service Delivery	2.1 Collection of scion woods (peach, pear, plum, persimmon & kiwi) for top working	1st week of Dec. 2015	2nd week of Dec.2015	last week of Dec.2015	Last week of January. 2016			
	2.2 Conduct top working in potential geogs of Tsirang and Dagana	Dec, 2016	Jan.2016	Feb.2016	Last week of march. 2016			
						Total		
					Final Score B. Total/No of activities = .....			

SECTION C: Competency Behavior (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	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	• 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 judgements 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 resources and time	• Submits problems and recommended solutions before time for supervisory intervention.	• 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	• Initiates assigned works proactively, identifies and tries	• Submits problems and recommended	• Submits problems without	• Waits for supervisory intervention to	

	recognise problems and solutions, and escalate them to appropriate authority	to solve bottlenecks in his/her own area of work	solutions on time for supervisory advice	recommendations on time	resolve issues	
4. Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	• Achieves individual performance targets while maintaining friendly relationship within and outside agency	• 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 develop congenial work environment	• 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 and opinions clearly and concisely both in oral and in writing	• 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	

**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

