

Performance Appraisal Form for Professional and Management Services Group

2015

Section A: Employee Details	
APPRAISAL PERIOD: March 2016 -June 2016	
EMPLOYEE ID No. 200707147	
NAME OF THE EMPLOYEE: Tashi Phuntsho	
POSITION TITLE:Agriculture Officer	POSITION LEVEL: P4A
DIVISION: Horticulture	DEPARTMENT/AGENCY:DoA

SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved specified by 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]			
	2.7.2. Coordinate and supervise in nursery bed preparation, manures and fertilizer application	6 days	7-10 days	11-15 days	<15 days			
	Prepare compost for fruits & vegetable nursery and Orchards.	12 days	18 days	20 days	30 days			
	2.7.3 Coordinate and supervise in seed sowing and seedling transplanting	5 days	6-7 days	8-10 days	< 10 days			
	2.7.4 Coordinate and supervise in nursery irrigation and mulching	5 days	6-7 days	8-10 days	< 10 days			

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1. Increased fruits and nuts production: Strengthen R&D activities (Germplasm, Nurseries & Production management-canopy management)	1. 1 Establish nurseries of crops following fruits& vegetable crops: pomegranate, pear, kiwi, Water melon, Cucumber, Tomato, Brinjal and chilli.	400 plants	300 -400 plants	500 -600 plants	800 plants			
	1.1.1. Coordinate and supervise Irrigation in fruit and vegetable nurseries.	10 days	11-15 days	16-20 days	< 20 days			
	1.1.2. Coordinate and supervise manure and fertilizer in nurseries.	5-7 days	8-10 days	11-15 days	< 15 days			
	Cordinate and monitor timley transplantation of fruits and vegetables crop.	15 days	16-20 days	21-25 days	< 25 days			
	1.1.5. Coordinate and supervise on Plant Protection activities, such as spraying of Pesticides.	5 days	6-8 days	9-10 days	< 10 days			
	1.1.6. Coordinate and supervise on harvesting of fruits.	5 days	6-10 days	11-15 days	< 15 days			
	Top working of fruit crops such as pear, Persimomn, &Peach for improvement of quality and quantity at Punakha Dzongkhag	100 trees	150 trees	200 trees	> 300 trees			

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2. Increased fruits and nuts production: Promotion of fruits and nuts for commercialization	2.3. Establish one Demo kiwi orchard for promotion of new technologies and production.	35plants	45 plants	60-75 plants	80 plants			
	2.5. Establish Pear demonstration orchards for promotion of new technologies,	37 trees	45 trees	50 trees	60 trees			
	2.6. Carried out top-working/grafting on local fruit cultivars for promotion of new technologies, income generation, and nutrition under Punakha	150-200 trees	100-149 trees	50-99 trees	> 50 trees			
	Supplying of Avocado, Pomegranate, Pear and Walnut seedling to farmer field at Wangdue, Punakha and Dagana Dzongkhag for promotional programme							
	3.2. Provided technical support to NSC for quality fruit seedling production	once a year	twice a year	thrice a year	four times a year			

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3. Increased fruits and nuts production: Improve seed & seedling production and distribution system	Supplying of Avocado, Pomegranate, Pear and Walnut seedling to farmer field at Wangdue, Dzongkhag for promotional programme	30 plants	50 Plants	50 plants	60 Plants			
	Supplying of Avocado, Pomegranate, Pear and Walnut seedling to farmer field at Punakha Dzongkhag for promotional programme	30 plants	50 Plants	50 plants	60 Plants			
	Supplying of Pomegranate & Pecan nut to Dagana Dzongkhag for promotional programme	30 plants	50 Plants	50 plants	60 Plants			
						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%)

Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00]	Very Good [2.00-2.99]	Good [1.00-1.99]	Needs Improvement [<=.99]	Final Rating with Evidence of Behavior
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Performance Appraisal Form for Supervisory and Support Services Group

2015

Section A: Employee Details

APPRAISAL PERIOD:

EMPLOYEE ID No.

NAME OF THE EMPLOYEE:

POSITION TITLE:

POSITION LEVEL:

DIVISION:

DEPARTMENT/AGENCY:

SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved specified by 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.	1. 1..... 1.2.							
2.	2.1..... 2.2.....							
						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 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 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 resources and time	• 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 solutions, and escalate them to appropriate authority	• 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 assigned work activities and solicits support.	• 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 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	Score received	% 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

Performance Appraisal Form for Professional and Management Services

Section A: Employee Details

APPRAISAL PERIOD: July 2015-Feb 2016

EMPLOYEE ID No. 200707147

NAME OF THE EMPLOYEE: Tashi Phuntsho

POSITION TITLE: Agriculture Officer

DIVISION: Horticulture

Division Output	Activities	Targets Values	
		Outstanding=[3.00-4.00]	Very Good=[2.00-2.99]
Increased Paddy Production	Carry out timely monitoring of pests & disease outbreak in the chiwogs and submit report to DAO		
	Assess & submit report on the yield of the crop		
	Carry out timely monitoring of pests & disease outbreak in the chiwogs and submit report to DAO		
	Supply of weedicides and fertilizers		
Increased Vegetable Production	Supply of Vegetable seeds	100 pkts	80pkts
	Supply of FYM	2 tone	
	Supply of Fertilizer	300KG	
	Supply of Ginger and Turmeric Rhizome	50kg	
Increased fruit production	Supply of fruit trees	300 seedlings	
	Pest and disease monitoring	5 Royal orchards	2 Royal Orchards
	Timely Spray of pesticides		
Improved Farm Machines	Procurement of spare parts of Powertiller	3 powertiller	
	Reparing of agriculture machines	3 palaces	
	timely supplying of spareparts	3 palaces	
Improved irrigation facilities	Proper maintainences of Irrigation pipes and drinking water		

	Supply of HDPE pipe		

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

Group	2015
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2015

POSITION LEVEL: P4A
DEPARTMENT/AGENCY:DoA

[illegible]

		Total	
		Final Score B. Total/No. of activities =..... ...	

. in the target values.