

Section A: Employee Details

APPRAISAL PERIOD:	1 st July, 2015 to 30 th June, 2016
EMPLOYEE ID No	9508011
NAME OF THE EMPLOYEE:	Tanka Maya Pulami
POSITION TITLE: Research Officer	POSITION LEVEL: P4A
DIVISION: RNRDC, 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=(\leq 0.99)			
1. Increased area under organic production	1.1 Implement Organic pear production	15 ac	12ac	10 ac	5 ac			
	1.2 Coordinate in organic vegetable production and marketing	30 ac	25 ac	20 ac	10 ac			
	1.3 Coordinate in Organic asparagus demonstration and production	5 ac	4 ac	3 ac	1 ac			
	1.4 Coordinated Mustard oil production							
	1.5 Coordinate and implement Upland rice demonstration and promotion	30 ac	25 ac	20 ac	15 ac			

	1.6 Facilitate Organic Garlic production and marketing	4 ac	3 ac	2ac	1 ac			
	1.7 Implement Organic activities at Gubjithang farm	11 ac	8 ac	5 ac	4 ac			
	1.8 Dhaincha seed production							
2. Promoted integrated plant nutrient management practices	3.1 Produce dhaincha seed for soil fertility (on-station)	500 kg	400 kg	300 kg	200 kg			
3. Provide diagnostic, technical and input services	3.1. Coordinate and provide technical assistance in data collection, entry, crop-cut methods	10 days	15 days	20 days	30 days			
	3.2 Compile Crop-cut data of important crops	3 days	5 days	7 days	10 days			
	3.3 Compile annual agriculture survey data and submit to AEIMS	5 days	7 days	10 days	15 days			
	3.4 Conduct studies/survey and economics studies	4 nos	3 nos	2 nos	1 no			
Total								
Final Score								
B. Total/ No of activities =								
.....								
.....								
...								

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Employee's Signature:
Date:

Supervisor's Signature:
Date:

Section C: Core Competencies (30%)

Core Competency	Definition			Supervisor to explain the behavior displayed by individual	Final Score by Supervisor
	Outstanding=3	Good=2	Need Improvement =1		
1.					
2.					
3.					
4.					
Final Score C: (Total/No. of CC).....					

Section D: Final Performance Evaluation Score [70:30 (IWP: CC)]

Particular	Score received	% Allocated	Final Score	Supervisor's Comment if any	Head of Agency's Comment if any.
B. IWP		70%			
C. CC Score		30%			

Individual 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 [\leq .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	<ul style="list-style-type: none"> Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge 	<ul style="list-style-type: none"> Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities 	<ul style="list-style-type: none"> Makes judgements by using limited work knowledge and timely supervision required to carry the work activities 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Submits problems and recommended solutions before time for supervisory intervention. 	<ul style="list-style-type: none"> Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work 	<ul style="list-style-type: none"> Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work 	<ul style="list-style-type: none"> Submits problems and recommended solutions on time for supervisory advice 	<ul style="list-style-type: none"> Submits problems without recommendation on time 	<ul style="list-style-type: none"> Waits for supervisory intervention to resolve issues 	

	appropriate authority					
4. Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	<ul style="list-style-type: none"> • Achieves individual performance targets while maintaining friendly relationship within and outside agency 	<ul style="list-style-type: none"> • Work assigned are taken with strong responsibility to be completed 	<ul style="list-style-type: none"> • Any assigned work are done but requiring a minimum supervision 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Achieves individual performance targets while maintaining friendly relationship within and outside agency. 	<ul style="list-style-type: none"> • Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency 	<ul style="list-style-type: none"> • Achieves individual performance with limited relationship within and outside agency 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Articulates information to others in language that is clear, concise and easy to understand 	<ul style="list-style-type: none"> • Articulates information to other in languages that is understandable 	<ul style="list-style-type: none"> • Articulates information to other in limited language limited unto his/her level of understanding 	<ul style="list-style-type: none"> • 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%			
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