

## Performance Appraisal Form for Supervisory and Support Services Group

### Section A: Employee Details

APPRAISAL PERIOD: July 2015 to June 2016

EMPLOYEE ID No. 200501193

NAME OF THE EMPLOYEE: Karma Yoezer

POSITION TITLE: Sr. Laboratory Assistant IV

DIVISION: Laboratory sector

POSITION LEVEL: S1A

DEPARTMENT/AGENCY: DoA/RNRDRC, Bajo

### SECTION B: Performance Assessment (70%)

Division Output	Activities	Targets Values				Target Achieved specified by individual
		Outstanding=[3.00-4.00]	Very Good=[2.00-2.99]	Good=[1.00 - 1.99]	Need improvement [<=0.99]	
<b>1. . Increased field crops production for enhancing food security and self sufficiency : Improve seed &amp; seedling production and distribution system</b>	<b>1.1</b> Carry out seed quality test for cereal/ oil seed from our centre. (Germination, purity and moisture).	A total of 13 rice varieties	A total of 10 rice varieties	A total of 7 rice varieties	less or equal to 5 varieties	
		A total of 10 wheat varieties	A total of 8 wheat varieties	A total of 6 wheat varieties	less or equal to 5 varieties	
		A total of 4 maize varieties	A total of 3 maize varieties	A total of 2 maize varieties	less or equal to 1 varieties	
		A total of 4 oil seed varieties	A total of 3 oil seed varieties	A total of 2 oil seed varieties	less or equal to 1 varieties	
	<b>1.2</b> Collect cereals seed/ oil seed samples from seed producers (NSC, farmers) for quality test	A total of 250 rice samples	A total of 200 rice sample	A total of 150 rice sample	Less or equal to 100 sample	
		A total of 15 wheat sample	A total of 12 wheat sample	A total of 9 wheat sample	Less or equal to 8 sample	

	for quality test.	A total of 5 oil seed sample	A total of 4 oil seed sample	a total of 3 oil seed sample	less or equal to 2 oil seed sample	
	1.3 Maintenance of detail record of seeds test carried out until test results are dispatch	Records updated every week	Records updated every after 2 weeks	Record updated every after 3 weeks	Record updated every after 1 month	
<b>2. Increased mushroom production</b>	2.1 Promote small scale shiitake mushroom cultivation in west central region	10 households	8 households	7 households	Less than 6 households	
	2.2 Facilitate supply of shiitake spawn to the farmers	10 house hold	8 households	7 households	Less than 6 households	
	2.3 Promote small scale oyster mushroom cultivation in west central region	15 households	12 households	9 households	Less than 8 households	
	2.4 Quantity of oyster mushroom produced and supplied	2000 bottles	1500 bottles	1000 bottles	Less than 900 bottles	
	2.5 Discuss with the DAOs and draw annual mushroom production work plan	Jun-16	Jul-16	Aug. 2016	Sept. 2016	
	2.6 Conduct regular monitoring and provide technical advice based on field observation	Jul-16	Aug. 2016	Sept. 2016	Oct.2016	
	3.1 Submission of quarterly progress report submitted on time	One week after the completion of every quarter	Two weeks after the completion of every quarter	Three weeks after the completion of every quarter	One month after the completion of every quarter	
	3.2 Maintenance of detail record of spawn produced and supplied.	Records updated to the current week.	Records updated every 2nd week	Record updated every after 3 weeks	One month after the completion	

<b>3.To enhance service delivery and information management</b>	<b>3.3</b> Maintenance of details of different varieties of mushroom promoted and household supported	Records updated to the current week.	Records updated every 2nd week	Record updated every after 3 weeks	One month after the support	
	<b>3.4</b> Maintenance of detail production record of every household supported	Records updated every fortnightly	Record updated monthly	Record updated biannually	Record updated annually	
	<b>3.5</b> Submission of data for annual report writing.	June 2016	Jul-16	Aug-16	Sept. 2016	
	<b>3.6</b> Preparation of AWP on time	Aug-16	Sep-16	Oct-16	Nov.2016	
<b>4.Implement anti-corruption strategies</b>	<b>4.1</b> PIT filed as per the law of the kingdom	Within the deadline	One week after deadline	Two weeks after deadline	Three week after deadline	
	<b>4.2.</b> Free of audit memo after auditing	0	1 to 7	1 to 10	>10	
						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
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 judgement and not put 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"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work</li> </ul>	<ul style="list-style-type: none"> <li>• Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised</li> </ul>	<ul style="list-style-type: none"> <li>• Does not follow clear involved in ad hoc activ the expected quality</li> </ul>
3.Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and escalate	<ul style="list-style-type: none"> <li>• Submits problems and recommended solutions before time for supervisory intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Submits problems and recommended solutions on time for supervisory advice</li> </ul>	<ul style="list-style-type: none"> <li>• Submits problems without recommendation on time</li> </ul>	<ul style="list-style-type: none"> <li>• Waits for supervisory issues</li> </ul>
4.Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	<ul style="list-style-type: none"> <li>• Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work</li> </ul>	<ul style="list-style-type: none"> <li>• Work assigned are taken with strong responsibility to be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Any assigned work are done but requiring a minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates assigned wor</li> </ul>
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"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with limited relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• works only to serve se personal goals</li> </ul>
6.Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral	<ul style="list-style-type: none"> <li>• Articulates information to others in language that is clear, concise and easy to understand</li> </ul>	<ul style="list-style-type: none"> <li>• Articulates information to other in languages that is understandable</li> </ul>	<ul style="list-style-type: none"> <li>• Articulates information to other in limited language limited unto his/her level of understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Does not articulate i concise</li> </ul>

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

Particular	Score received	% Allocated	Final Score	Supervisor's Comment, if any
B. Performance		70%		
C. Competency Behaviors		30%		
<b>Total</b>				

Employee's Signature:

Date

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Supervisor's Signature:

Date

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

2015


Employee's Feedback/comment/justification	Final Score by Supervisor[1]

[illegible]


Improvement [ $\leq .99$ ] Level 1	Final Rating with Evidence of Behavior
ilities without critical ting the work knowledge in	



work plan and mostly ities and work are not up to	
intervention to resolve	
rk with reminder only	
elf-interest and meet	
information that is clear and	

Head of Agency's Comment if any.

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