

# 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]			
						Total		

	<b>Final Score B. Total/No. of activities =.....</b>		
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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] <b>Level 4</b>	Very Good [2.00-2.99] <b>Level 3</b>	Good [1.00-1.99] <b>Level 2</b>	Needs Improvement [<=1.99] <b>Level 1</b>	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"> <li>Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Makes judgements by using limited work knowledge and timely supervision required to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Carries out work activities without critical judgement and not putting the work knowledge in use</li> </ul>	
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 work plan and mostly involved in ad hoc activities and work are not up to the expected quality</li> </ul>	

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%			
<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

## Performance Appraisal Form for Supervisory and Support Services Group

### Section A: Employee Details

APPRAISAL PERIOD: July 2015-June 2016

EMPLOYEE ID No. 8610028	
NAME OF THE EMPLOYEE: Tshering Yangdon	
POSITION TITLE: sr. Lab Assistant V	POSITION LEVEL:S2A
DIVISION:	DEPARTMENT/AGENCY: RNRRDC,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]	
1. Increased field crops production for enhancing food security and self sufficiency : Improve seed & seedling production and distribution system	1. 1.Carry out seed quality test of vegetable (Germination, purity and moisture) of RDC and RDSC	15 Samples	12 Samples	9 Samples	Less or equal to 9	
	1.2.Collect vegetable seed samples from seed producers (NSC, farmers,) and carryout quality test.	50 Samples	45 Samples	40 Samples	Less or equal to 40	
	1.3.Maintenance of detail record of seeds test carried out until test result are dispatch.	Record updated every week	Record updated every 2 week	Record updated every 3 week	Record updated every after 1 month	

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	2.1.Maintain and produce breeder seed of winter vegetable: broccoli (1), spinach (1), lettuce (1), onion (1) and raddish (1).					
	Broccoli	3kg	2kg	1kg	Less than 1kg	
	spinach all green	2kg	1.5kg	0.5kg	Less than 0.5	
	lettuce great lake	0.5kg	0.3kg	0.2kg	Less than 0.2kg	
	onion bajogoap	0.3kg	0.2kg	0.1kg	Less than 0.1kg	
	radish bajolaphu	3kg	2kg	1kg	Less than 1kg	
	2.2.Maintain and produce breeder seed of summer vegetable (Tomato(3), brinjal (1), lady finger(1),bitter gourd(1), beans(3)					
	Tomato(Ratan)	0.2kg	0.150kg	0.050kg	Less than 0.050kg	
	Tomato(Roma)	0.3kg	0.2kg	0.1kg	Less than 0.1kg	
	Tomato(CHT-160)	0.2kg	0.150kg	0.050kg	Less than 0.050kg	
	Beans (Top Crop)	7kgs	6kgs	1kg	Less than 1kg	
	Beans Brolloto	8kgs	7kgs	1kg	Less than 1kg	
	Beans Rajma	5kgs	4kgs	1kg	Less than 1kg	
	Brinjal PPLong	0.3kg	0.2kg	0.1kg	Less than 0.1kg	
	bitter Gourd	3kgs	2kgs	1kg	Less than 1kg	
	Okra	5kgs	4kgs	1kg	Less than 1kg	

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2. Increased vegetable production	2.3. Maintenance and seed production of exotic and new vegetable for seed multiplication for adaptive trial (celery, parsnip, fennel, .Leek, Cucumber2, Watermelon2, Russion, Red dandelion, Basil2, Spring onion. Tomato4, . varieties)					
	Celery	5gms	4gms	1gm	Less than 1gm	
	Parsnip	6gms	5gms	1gm	Less than 1gm	
	fennel	2gms	150gms	0.5gm	Less than 0.5gm	
	Leek	2gms	150gms	0.5gm	Less than 0.5gm	
	Cuccumber Market more	5gms	4gms	1gm	Less than 1gm	
	Cuccumber Crystal Apple	5gms	4gms	1gm	Less than 1gm	
	Water melon Sugar baby	20gms	15gms	5gms	Less than 5gm	
	Water melon Mini lee	15 gms	10gms	5gms	Less than 5gm	
	Russion shallot	2gms	150gms	0.5gm	Less than 0.5gm	
	Red dandelion	10gms	8gms	2gms	Less than 2gm	

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	Thai basil	25gms	20gms	5gms	Less than 5gm	
	Sweet basil	25gms	20gms	5gms	Less than 5gm	
	Spring onion	3gms	2gms	1gm	Less than 1gm	
	Tomato Palo wood	2gms	150gms	0.5gm	Less than 0.5gm	
	Tomato red tommy toe	5gms	4gms	1gm	Less than 1gm	
	Tomato yellow round	5gms	4gms	1gm	Less than 1gm	
	Tomato pear shaped	3gms	2gms	1gm	Less than 1gm	
	2.4.Maintenance and seed production of exotic and new vegetable for seed multiplication for adaptive trial (broccoli,cabbage,Alssum,Kamatsuna,Pea,Carrot					
	Broccoli	5gms	4gms	1gm	Less than 1gm	
	Cabbage	5gms	4gms	1gm	Less than 1gm	
	Alssum	2gms	150gms	0.5gm	Less than 0.5gm	
	Kamatsuna	5gms	4gms	1gm	Less than 1gm	



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3. Increased vegetable production	3.1.Promote vegetable commercialization (Bjaphu, Walakha, Taksha Silli and Rinchengang village, Wangdue.)	5 Household	3 Household	2 Household	Less than 1 Household	
4.Enhance service delivery and information management	Quarterly progress report submitted in time	One week after the completion of every quarter	Two weeks after the completion of every quarter	One weeks after the completion of every quarter	Less than one weeks after the completion of every quarter	
	Maintenance of detail record of breeder seeds stocks. Maintenance of details of vegetable varieties released from RDC-Bajo and breeder seeds maintained by the centre	Records updated to the current week. The details records of all the varieties are maintained including variety characters, de-notification records, release year and updated to the	Records updated every fortnightly The details records of 1-2 varieties are missing	Record updated monthly. The details records of 3 varieties are missing.	Less than one months The details records of 3 varieties are missing.	
						<b>Total</b>
						<b>Final Score B. Total/No. of activities =.....</b>

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Supervisor's Signature: \_\_\_\_\_

## Performance Appraisal Form for Supervisory and Support Services Group

Date:						
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[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 Improve Level 1
1. Analytical Skills	Demonstrates sense of understanding and appreciation	• Makes critical judgment on her/his contribution to organization based on independent thinking by making	• 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 act critical judgement and work knowledge in us
2. Planning & Organizing	Demonstrates ability to plan and organize work activities	• Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet	• 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 clea mostly involved in ad work are not up to the
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### SECTION D: Final Performance Evaluation Score [Section B &C]

Particular	% Allocated	Final Score	Supervisor's Comment, if any
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Total			

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Employee's Signature:

Date

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Supervisor's Signature:

Date

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<b>4. Needs Improvement</b>	Results/Behavior far below performance requirement	<=0.99

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Employee's Feedback/com ment/justificat ion	Final Score by Supervisor[1]

[illegible]

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[illegible]




[illegible]

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ment [≤.99] I 1	Final Rating with Evidence of Behavior
ivities without d not putting the e	
ir work plan and hoc activities and e expected quality	
y intervention to	
ork with reminder	
self-interest and	
information that	

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Head of Agency's Comment if any.

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