

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

Section A: Employee Details

APPRAISAL PERIOD: June 2015 to June 2016

EMPLOYEE ID No. 20130802827

NAME OF THE EMPLOYEE: Tshering Dorji

POSITION TITLE: Research Assistant II

POSITION LEVEL: S2A

DIVISION: ADTC, Chimipang Royal Project

DEPARTMENT/AGENCY: RDC-Bajo/ADTC, Chiimpang

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. Demonstrated different paddy varieties	1.1. Identify the single suitable terrace and develop to demonstration plot for paddys 1.2. Develop proper irrigation facilities and provide access of farm machneries to conduct field activities	7 varieties	6 varieties	5 varieties	4 varieties	6 Varieties	Both Hybrid and indigenous varieties are demonstrated.	
2. Cultivated improve, high yielding and best proven paddys varieties	2.1. cultivate and increase production area of;						Mass transplantation was done as per annual target mentioned in work plan	
	IR-64	9 acres	7 acres	5 acres	below 5 acres	7 acres		
	Bajo Maap and	7 acres	5 acres	3 acres	below 3 acres	5 acres		
	Bajo Kaap	6 acres	4 acres	2 acres	below 2 acres	2 acres		
	2.2. Improve the irrigation drainage and make access in the field.	Dec	Jan	Feb	March	Jan		
3. Conserved and maintained Indigenous Paddys	3.1. Maintain and demonstrate indigenous paddy varieties for conservation in large scale on;						Indigenous varieties was done both for conservation and production.	
	Ngapja	7 acres	5 acres	3 acres	below 3 langdo	7 acres		
	Tan Tshering	6 acres	4 acres	2 acres	below 2 langdo	4 acres		
	Bondav	6 acres	4 acres	2 acres		2 acres		
4. Maintained Seed of minor cereals	4.1. Production and maintenance of Maize, Finger Millet, Foxtail Millet, Buckwheat, Wheat and mustard.	3 langdo	2 langdo	1 langdo	below 1 langdo	1 langdo	Doing in smaller scale to maintain the seeds for multiplication	
5. Develop Lawn Grass	5.1. Initiate and Develop lawn grass Tall Fescue in the centre	Dec	Jan	Feb	March	Feb	This activities are Ad-hoc directed from Gokha and completed as mentioned in the target achieved column.	
	5.2. Assist and display the lawn grass in the palace							
6. Coordinated on different structure development with	6.1. Initiate and coordinate to prepare different shapes and structure with use of paddy straw to display during flower show Paro.	March	Early April	late april	March	Early April		
						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 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	<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 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	<ul style="list-style-type: none"> 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 	<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 appropriate authority	<ul style="list-style-type: none"> Submits problems and recommended solutions before time for supervisory intervention. 	<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 	
4. Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	<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"> 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	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