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Appraisal Form

Five Year Plan:

Financial Year:

Section A: Employee Details

Employee No.: 200707106

Name: Pasang Dorji

Position Title: Sr. Mushroom Supervisor III

Position Level: SS4

Working Agency: RNR R & DC - Bajo, Department of Agriculture, Ministry of Agriculture and Forests

Section B: Performance

Output	Activity	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Target Achieved	Justification	Final Score	Remark / Justification	Action
Quality seeds and seedlings produced, maintained and distributed	Conduct tissue culture for oyster mother spawn and further distribution to the Dzongkhags for multiplication	1000 bottles	900 bottles	800 bottles	700 bottles			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Quality seeds and seedlings produced, maintained and distributed	Multiply and supply quality oyster spawn to farmers for production	3000	2500	2000	1500			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Quality seeds and seedlings produced, maintained and distributed	Facilitate supply of shitake spawn to the farmers	25HH	20HH	15HH	10HH			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Establishment of demonstration farms for selected crops supported	Conduct regular monitoring for oyster and shitake after cultivation and provide technical advice based on field condition	6times	5times	4times	3times			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop

Capacities of agriculture staff, farmers, and interested people built and or strengthened	Train extension agents and farmers on mushroom production and cultivation technologies	100HH	90HH	80HH	70HH			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related goods and services procured and effectively used	Purchase of substrate for oyster spawn production	Nov 2019	Jan 2020	March 2020	April 2020			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail record of oyster spawn produced and supplied	record updated	record updated	record updated	record updated			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail record of tissue culture and mother spawn produced and supplied	Record updated current weekly	Record updated 2nd weekly	Record updated 3 weekly	Record updated 4 weekly			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain details of mushroom promoted and house hold supported	Recorded current weekly	Recorded 2 weekly	Recorded 3 weekly	Recorded 4 weekly			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail production record of every household supported	forth nightly	monthly	biannually	annually			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit quarterly semi annual reports and other progress report	One week after the completion	two week after the completion	Three week after the completion	Four week after the completion			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit data for annual report writing	Last week of June	First week of July	Second week of July	Beyond July month			Enter Score	Enter Remark/Justification	Drop
Selected crop germ plasm maintained, preserved, and shared	Promote straw mushroom cultivation	45HH	40HH	35HH	30HH			Enter Score	Enter Remark/Justification	Drop
Selected crop germ plasm	Promote small scale	20HH	15HH	10HH	5HH			Enter Score	Enter Remark/Justific	Drop

maintained, preserved, and shared	shitake mushroom cultivation in the region									
									Final Score:	0

Adhoc Activities

Section C: Competency Behavior

Potential Assessment Area	Quality & Description	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Final Score
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	0
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	0
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	0
4.Leadership & Influencing Skills	Demonstrates urgency and proactivelytakes lead in assigned work activities and solicitsupport.	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	0
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	0

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	0
					Final Score:	0

Section D: Evaluation

Particular	Score Received	% Allocated	Final Score	Supervisor's Comments	Moderation Exercise Cat.	Agency Head's Comment
B. Performance	0	70%	0	<input type="text" value="Enter Comments"/>	<input type="text" value="Select Cat."/> ▼	<input type="text" value="Enter Comments"/>
C. Competency Behaviors	0	30%	0	<input type="text" value="Enter Comments"/>		
		Total Score:	0			

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