

[Back to Employee List](#)

# Appraisal Form

**Five Year Plan:**

**Financial Year:**

## Section A: Employee Details

**Employee No.:** 8602085

**Name:** Thinley Gyeltshen

**Position Title:** Principal Engineer

**Position Level:** P1

**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
Agriculture R&D related infrastructure built, maintained, and utilized	General maintenance of staff quarters at ARDC, Bajo, Tsirang Sub-Centre and Construction works for Royal Project Chimipang Lobesa.	From October 2019 - Jan 2020	From November 2019- Feb.2020	From Dec.2019 -March 2020	From Jan 2020-April 2020			Enter Score	Enter Remark/Justification	Drop
								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 and Intellectual Capacity	<b>1.1. Sense of Perspective</b>  Demonstrates intellectual flexibility, imagination and socio political sensitivity in developing a holistic	<ul style="list-style-type: none"> <li>Thinks ahead to anticipate issues, identifies opportunities and appreciates implications</li> <li>Exercise imaginations and creativity to generate a range of alternative</li> </ul>	<ul style="list-style-type: none"> <li>Takes strategic steps and ways to achieve and enhance the achievement of the target</li> </ul>	<ul style="list-style-type: none"> <li>Need guidance in identifying the opportunities and solutions to solve work towards achieving the target</li> </ul>	<ul style="list-style-type: none"> <li>Is hasty in formatting opinions and judgment taking action before assessing implications and Focuses on day to day problems at</li> </ul>	0

	appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit	<ul style="list-style-type: none"> <li>• Takes strategic perspective when formulating proposals and recommendations</li> </ul>			the expense of longer term planning	
1. Analytical and Intellectual Capacity	<p><b>1.2 Analysis and Judgment</b></p> <p>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</p>	<ul style="list-style-type: none"> <li>• Analyses situations and problems in a systematic and logical manner to identify key issues</li> <li>• Makes sound judgment based on rigorous, independent thinking</li> <li>• Makes good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Proposes strong judgmental recommendation towards overall issues for a realistic achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to supervisory directives in tackling the problems and does not provide any strong judgmental recommendation to own issues</li> </ul>	<ul style="list-style-type: none"> <li>• Makes assumption based on superficial analysis</li> <li>• Spends too long on analysis and deliberating at the expense of responding in a timely fashion</li> </ul>	0
2. Influence & Collaboration	<p><b>2.1. Influencing and Inspiring</b></p> <p>Persuades, motivates and inspires others, developing a sense of purpose and unity</p>	<ul style="list-style-type: none"> <li>• Put team's success ahead of personal success</li> <li>• Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit.</li> </ul>	<ul style="list-style-type: none"> <li>• Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others.</li> </ul>	<ul style="list-style-type: none"> <li>• Blame others for mistakes and/or setbacks that negatively affect team results</li> </ul>	0
2. Influence & Collaboration	<p><b>2.2 Collaboration &amp; Engagement</b></p> <p>Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.</p>	<ul style="list-style-type: none"> <li>• Help to keep team performance and morale high even during periods of intense pressure or heavy workload.</li> <li>• Actively seeks development opportunities for team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Work only to serve self-interests and meet personal goals</li> <li>• Blame others for mistakes and/or setbacks that negatively affect team results.</li> </ul>	0
3. Motivation for Excellence	<p><b>3.1. Achieving Results</b></p> <p>Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high standards of delivery.</p>	<ul style="list-style-type: none"> <li>• Achieves all targets set within the allocated resources without compromising on the quality</li> <li>• Minimizes waste of his Agency and nation's resources</li> </ul>	<ul style="list-style-type: none"> <li>• Always look towards achieving the result with best quality within the resources under his/her control</li> </ul>	<ul style="list-style-type: none"> <li>• Hard working towards achieving the results but needs extra resources to achieve it</li> </ul>	<ul style="list-style-type: none"> <li>• Do not deliver as per the set targets and budget allocated</li> <li>• Wastes his Agency and nation's resources</li> </ul>	0

3. Motivation for Excellence	<b>3.2 Commitment and Accountability</b>  Demonstrates personal integrity and commitment to serving Bhutan's national interest	<ul style="list-style-type: none"> <li>Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients</li> <li>Ready and willing to take additional responsibility by one's own initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Upholds the blondness towards one public family as and when required only and resistance to take initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Breach the norms and values of the society</li> <li>Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership.</li> <li>Do not participate n any extra assignments</li> </ul>	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	Enter Comments	Select Cat. ▼	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

Submit Final Assesment

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