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# Appraisal Form

**Five Year Plan:**

**Financial Year:**

## Section A: Employee Details

**Employee No.:** 201001756

**Name:** Tshering Tashi

**Position Title:** ICT Technical Associate I

**Position Level:** S1

**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 goods and services procured and effectively used	Works as procurement focal in PST under FSAPP project. Receive and inventories and update regularly, all the goods received and issued to individuals for record and make it available for auditing.	On the day of receiving goods	After 1 day	After 2 days	After 3 days			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Agriculture R&D related goods and services procured and effectively used	Place orders and process bill payments after goods received and issue to project area.	Within the time as required	After 1 day	After 2 days	Beyond the time			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Agriculture R&D related goods and services procured and effectively used	Monitoring on project activities in project area under direction and supervision of Program Director.	100%	85%	65%	Less than 50%			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop
Efficiency and effectiveness of	Participate as member of tender committee for	100%	85%	65%	Less than 50%			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Drop

agriculture R&D service deliveries enhanced	evaluation of goods and services and construction of works as when required.									
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Make arrangement for presentation when ever there is meeting, workshop and training.	30 minutes before time	15 minutes before time	5 minutes before time	10 minutes beyond time			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Assist store keeper in preparation of tender documents which includes compiling, floating, opening, evaluating and awarding tender under the direction and supervision of Program Director.	100%	85%	65%	Less than 50%			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Provide scanning documents, computer maintenance and updating operating systems and other related software and hardware.	100% of reported cases	85% of reported cases	65% of reported cases	Less than 50% reported cases			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Update and upload events, news and announcement in center's web page in order to provide online information and accessibility.	Daily	Weekly	Monthly	Beyond 1 Month			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Maintain an inventory on ICT equipment's, hardware and software procured.	Same day	After 1 day	After 2 days	Beyond the time			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries	Perform routine troubleshooting and maintenance of the network security.	5 times in a week	3 times in a week	Only 1 time in a week	Never perform			Enter Score	Enter Remark/Justification	Drop

enhanced									Final Score:	0
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## 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	Enter Comments	Select Cat. ▼	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

Submit Final Assesment

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