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Appraisal Form

Five Year Plan:

Financial Year:

Section A: Employee Details

Employee No.: 8610028

Name: Tshering Yangdon

Position Title: Sr. Laboratory Asst. V

Position Level: S2

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	Acti
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Produce and maintain evergreen flowering plants, shrubs, and hedges on station	2000 numbers	1500 numbers	1000 numbers	500 numbers			Enter Score	Enter Remark/Justification	Drop
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Provide technical support and inputs on floricultural activity as per request from clients	15-20 numbers	10-15 numbers	10-5 numbers	5 numbers and below			Enter Score	Enter Remark/Justification	Drop
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Maintain germplasm of ornamental plants on station	1500	1000	500	200			Enter Score	Enter Remark/Justification	Drop
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Collect and maintain deciduous flowering plants on station.	1000	500	300	200			Enter Score	Enter Remark/Justification	Drop
Technologies for floriculture and landscaping development evaluated, demonstrated,	Collect, domesticate and maintain wild flowers on station.	100	80	60	30			Enter Score	Enter Remark/Justification	Drop

and supported										
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Collect, domesticate and maintain native orchids plants on-station	1000	800	500	300			Enter Score	Enter Remark/Justification	Drop
Technologies for floriculture and landscaping development evaluated, demonstrated, and supported	Plant perennial avenue trees for beautification of urban and rural areas	2000	1500	1000	500			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit quarterly progress report on time	weekly after the competition	two weekly after the completion	three weekly after the completion	monthly after the completion			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 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	Submits problems and recommended solutions before	Submits problems and recommended solutions on time for supervisory	Submits problems without recommendation on time	Waits for supervisory intervention to resolve issues	0

	and solutions, and escalate them to appropriate authority	time for supervisory intervention.	advice			
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	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. <input type="button" value="v"/>	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

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