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# Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

## Section A: Employee Details

Employee No.: 200707105

Name: Yeshi Zangpo

Position Title: Sr. Agriculture Supervisor III

Position Level: SS4

Working Agency: RNR R &amp; 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
Technologies to increase crop productivity evaluated, generated and disseminated	Provide support services to IHPP-JICA, ARDC, Bajo.	100 %	80 %	60 %	40 %			Enter Score	Enter Remark/Justification	Drop
Technologies on sustainable land management (SLM) practices demonstrated, promoted, and supported	Maintain, monitor and collect data of the soil erosion plots in ARDSC, Tsirang.	5 visits	4 visits	3 visits	2 visits			Enter Score	Enter Remark/Justification	Drop
Technologies on organic agriculture generated, demonstrated, and supported	Produce Effective Microorganisms (EM) for supply to schools, institutions and agencies	1000 litres	800 litres	500 litres	100 litres			Enter Score	Enter Remark/Justification	Drop
Technologies on organic agriculture generated, demonstrated, and supported	Produce dhaincha seeds in the station for supply to agencies and farmers.	100 kg	80 kg	60 kg	20 kg			Enter Score	Enter Remark/Justification	Drop
Technologies on organic agriculture generated, demonstrated, and supported	Produce vermi compost in the station for evaluation and supply	500 kg	400 kg	300 kg	200 kg			Enter Score	Enter Remark/Justification	Drop

Technologies on organic agriculture generated, demonstrated, and supported	Produce bio-char in the station for supply to agencies and farmers	2 MT	1.5 MT	1 MT	0.5 MT			Enter Score	Enter Remark/Justification	Drop
Basic soil, water, and plant analytical services provided	Soil sample collection and test result interpretation	100 samples	80 samples	50 samples	20 samples			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit progress reports and BToRs.	One week ahead of deadline	On deadline submission	one week after deadline	two weeks after deadline			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 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 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. ▼	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

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