



**BHUTAN CIVIL SERVICE
SUMMATIVE PERFORMANCE REVIEW FORM**



For the period _____ to _____

Employee / Manager Information

Name of Agency:

Name of the Employee:

Employee ID No:

Position Title:

Position Level:

Major Occupation Group:

Sub Group:

Name of the Manager:

Position Title of the Manager:

Process: In the first instance, the employee is to complete the Summative Review Form as best they can with reference to the Work Planning and Review Forms. Performance Outputs and Core Competencies are to be listed/described and a 'self-rating' given along with supplementary information where necessary. Note: under Performance Outputs, a separate rating is required for both the 'quantity' and 'quality' sections. When complete, the form is then submitted to their manager. The manager will review the form and make appropriate notes. A meeting between the manager and employee is then arranged to discuss the Summative Review Form in more detail and finalize ratings. The 'final rating' is to be approved and written down by the Manager.

**BHUTAN CIVIL SERVICE
SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)**

RATINGS ON PERFORMANCE FACTORS
(Use additional sheets if required)

<i>(Ratings should pertain to Performance Outputs as outlined in Work Planning and Review Forms. Add additional outputs as necessary)</i>	Employee self-rating:	Final rating (Manager):
PERFORMANCE OUTPUT 1: Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT 2: Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT 3: Quantity of Work:		
Quality of Work:		
Divide 'Total Final Rating' by number of individual final ratings =	TOTAL FINAL RATING:	
	AVERAGE RATING (A):	

(Signature of the Employee)

(Signature of the Manager)

BHUTAN CIVIL SERVICE
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RATINGS ON CORE COMPETENCIES

(To be completed by the Employee)			
Core Competency	Comments:	Employee Self-rating:	Final Rating (Manager):
1.			
2.			
3.			
4.			
5.			
6.			
		TOTAL FINAL RATING:	
Divide 'Total Final Rating' by 6 =		AVERAGE RATING (B):	

(Signature of the Employee)

(Signature of the Manager)

DEVELOPMENT NEED OF THE EMPLOYEE

<p>Comments by the Employee (Comment on some of your special achievement and on areas that you need to improve)</p> <p>(Signature of the Employee)</p>
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BHUTAN CIVIL SERVICE
SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)

Comments by the Manager:

(Comment on the special achievements and/or development needs of the employee and suggest some measures to improve the performance of the employee)

(Signature of the Manager)

THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT.

THE MANAGER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE HEAD OF AGENCY FOR REVIEW AND FINAL APPROVAL.

FINAL RATINGS CALCULATION:

Average Rating (A): _____ 60% Weightage

+ Average Rating (B): _____ 40% Weightage = Final Rating (C): _____
• Calculation: $(A \times 0.6) + (B \times 0.4) = C$

If C = [tick appropriate box to confirm Final Rating and associated Performance Increment (PI)]:

- | | | | |
|--------------------------------------|--------------------|--------------------------------------|---------------------------|
| <input type="checkbox"/> 3.50 – 4.00 | Outstanding (2 PI) | <input type="checkbox"/> 1.50 – 2.49 | Good (1 PI) |
| <input type="checkbox"/> 2.50 – 3.49 | Very Good (1 PI) | <input type="checkbox"/> 0 – 1.49 | Improvement Needed (0 PI) |

Name and Signature of Manager

Approval by Head of Agency

Comments by the Head of Agency:

(Comment on the general performance and potential of the employee)

(Name and Signature of
Head of Agency)