



**BHUTAN CIVIL SERVICE
EXECUTIVE PERFORMANCE APPRAISAL
FORM**



For the rating period: _____ to _____

Agency:

Name of the Employee:

Employee ID No:

Position Title:

Name of the Manager:

Position Title:

1. EVALUATION OF PERFORMANCE OUTPUT

A) How would you rate the extent of his/her performance accomplishment in terms of the programmes, projects and their targets for the last six months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

B) How would you rate the quality of his/her work output in the last six months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

C) How would you rate the timeliness of his/her work output in the last six months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

TOTAL RATING: _____

DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A): _____

EXECUTIVE PERFORMANCE APPRAISAL FORM (CONTINUED)

2. EVALUATION OF COMPETENCIES

D) Management of Work (it includes among others the ability to plan, prioritize, delegate, monitor, evaluate and decision making skills)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

E) Management of People (it includes among others the ability to establish clear vision /direction, promote professionalism, advance career growth of subordinates, motivation of subordinates and effective communications skills)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

F) Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipments)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

G) Management of Linkages (it includes among others the ability to work effectively with other peers of other organizations / departments, stakeholders, superiors and clients)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: _____

TOTAL RATING: _____

DIVIDE 'TOTAL RATING' BY 4 = AVERAGE RATING (B): _____

EXECUTIVE PERFORMANCE APPRAISAL FORM (CONTINUED)

Comments by the Employee (EXCLUDING: SECRETARY)

(Comment on some of your special achievement and on areas that you need to improve)

(Signature of the Employee)

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 SECRETARY OR MINISTER 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)]:

3.50 – 4.00 Outstanding (2 PI)

1.50 – 2.49 Good (1 PI)

2.50 – 3.49 Very Good (1 PI)

0 – 1.49 Improvement Needed (0 PI)

Name and Signature of Manager

**Approval by Secretary or
Chairperson, RCSC**