

Bhutan Power Corporation Limited

EMPLOYEE APPRAISAL FORM

Group 6—Operations(Technical/Administration)

| | | | | |
|--------------------------------------|----------------------|----------------|--------------|--|
| Name | Emp ID | Designation | | |
| Office/Unit | Location | Grade | | |
| Date of joining service (DD/MM/YYYY) | Period | From (MM/YYYY) | To (MM/YYYY) | |
| Department/Services | Evaluation unit name | | | |
| Name of supervisor | Designation | | | |
| Name of reviewer | Designation | | | |

INSTRUCTIONS. In preparation for the employee's appraisal meeting, both the employee and the supervisor are expected to refer to the BPC Evidence Guide For Appraisal of Competencies and rate the employee's performance independently. Both should also be prepared to discuss the employee's career development needs and challenges.

Section 1: JOB REVIEW

- 1.1 Is the job description a good fit for the job? Yes / No
 If No, what has changed around the job? (Consider, for example, organisational structure, technology, customers, or any other factors.) Suggestions for improving the job description?

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- 1.2 List the key performance indicators agreed at the last performance review and rate the employee's achievement against those indicators.

| | Key performance indicator agreed last year | Max | Rating | Comments |
|---|--------------------------------------------|-----|--------|---------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| | TOTAL | 25 | | Copy to 2.10 (over) |

Rate the overall level of competencies applied at BPC during the appraisal period.

| Scoring guide | Evidence, examples, queries, notes | Rating |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------|
| <p>2.1 Team Work – 0 to 8 Ability to work cooperatively with other team members and participate as an active contributing member of a team to achieve team goals.</p> <p>0 3 5 8</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p>Refer to the Evidence Guide and give reasons for rating if 3 or below or if 6 or above.</p> | |
| <p>2.2 Action Oriented – 0 to 12 Ability to consistently maintain a high level of activity and work with effectiveness and determination over a sustained duration.</p> <p>0 3 7 12</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p>Refer to the Evidence Guide and give reasons for rating if 4 or below or if 8 or above.</p> | |
| <p>2.3 Quality Orientation – 0 to 12 Ability to monitor and check work to meet quality standards and ensure work's completeness and accuracy.</p> <p>0 3 7 12</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p>Refer to the Evidence Guide and give reasons for rating if 4 or below or if 8 or above.</p> | |
| <p>2.4 Interpersonal relationship– 0 to 12 Ability to establish and maintain positive and productive working relationships.</p> <p>0 3 7 12</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p>Refer to the Evidence Guide and give reasons for rating if 4 or below or if 8 or above.</p> | |
| <p>2.5 Customer Orientation– 0 to 8 Ability to understand the needs and expectations of both internal and external customers.</p> <p>0 3 5 8</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p>Refer to the Evidence Guide and give reasons for rating if 3 or below or if 6 or above.</p> | |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <p>2.6 Adaptability – 0 to 8 <i>Ability to adapt to changes in assignments and priorities and the changing conditions.</i></p> <p>0 3 5 8</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p><i>Refer to the Evidence Guide and give reasons for rating if 3 or below or if 6 or above.</i></p> | |
| <p>2.7 Planning – 0 to 7 <i>Ability to organise work, set priorities and determine resource requirements.</i></p> <p>0 2 4 7</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p><i>Refer to the Evidence Guide and give reasons for rating if 2 or below or if 5 or above.</i></p> | |
| <p>2.8 Communication– 0 to 8 <i>Ability to convey and receive information and ideas that foster open exchange of information to individuals or groups in a way that involves the listener, helps them understand and retain the message, and invites response and feedback.</i></p> <p>0 3 5 8</p> <p>Unsatisfactory Satisfactory Good Very good Outstanding</p> | <p><i>Refer to the Evidence Guide and give reasons for rating if 3 or below or if 6 or above.</i></p> | |
| <p>2.9 Application of knowledge & skills– 0 to 25 <i>Possesses the technical/professional expertise required to do the job effectively. Application of technical/professional skills through problem solving, conflict resolution, professional judgment, and proficient performance.</i></p> | <p><i>See 1.2 above – refers to specific key performance indicators rather than the overall objectives of the position</i></p> | |
| | <p>Copy total to Section 4 - Summary.</p> | <p>TOTAL</p> |

Section 3: KEY PERFORMANCE INDICATORS

Group 6 – Operations (Technical/Administration)

List the key performance indicators that the employee should meet during the coming year. These should relate to at least one of the parameters set for the Department in the Team Appraisal System.

| | Key performance indicator <i>Refer to TAS to identify appropriate individual KPIs.</i> | Weightage <i>Maximum</i> |
|---|--------------------------------------------------------------------------------------------------|------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| | TOTAL | 25 |

Copy to Section 1.2 for next year.

Section 4: SUMMARY

Group6 – Operations (Technical/Administration)

Overall competency rating(from Section 2):%

Appraiser

In my opinion, this report is a fair summary of the employee’s performance during the appraisal period. To enhance the staff member’s performance and career development at BPC, I recommend that the staff member receives the following training and/or other support.

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Signed (Appraiser) :Date:

Employee (cross out one option)

EITHER I agree that this report is a fair summary of my performance over the last appraisal period and my expectations for the coming period.

OR In my opinion, this report is not a fair summary of my performance. I wish to appeal.

Signed:Date:

Reviewed by **Signature:**
Date: