

APPOINTMENT INFORMATION

Appointment Date:

Position Title: Grade/Position Level & Sub Level.....

MERITORIOUS PROMOTIONS GRANTED IN THE PAST:

Meritorious effective date:

Grade/Position Level & Sub Level:

LAST PROMOTION DETAILS:

Date of Last promotion Grade/ Position Level & Sub Level.....

PRESENT JOB INFORMATION

Position Title: Position Level & Sub Level.....

Extra Ordinary Leave (EOL) availed: Duration in months: From: To:	Long term training/Higher studies availed: Duration in months: From: To:
Number of active years of service completed from the date of initial appointment:	Number of active years of service completed since the last promotion:

PERFORMANCE – Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i) PROMOTION RECOMMENDED TO:

Position Title:
Position Level & Sub Level:

(ii) Is the proposed promotion against the approved post? _____

(iii) State whether the candidate fully matches the job requirements of the post: _____

(iv) Qualification requirements for the proposed post _____

Information verified by HR Officer/Chief HR Officer of Ministry/Agency/Dzongkhag

Date	Signature	Name & Designation (Official Seal)
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Recommendation of the Ministry/Agency/Dzongkhag

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

Date	Signature	Name & Designation of the recommending authority (Official Seal)
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Recommendation/Decision of the Ministry/Agency/Dzongkhag

Date	Signature	Head of Ministry/Agency/Dzongkhag (Official Seal)
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**BHUTAN CIVIL SERVICE
IDENTIFICATION OF CORE COMPETENCIES**

Instructions

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The manager and the employee should jointly identify six core competencies relevant to the employee's position. The core competencies may be identified using the Sample Competency Library provided in Appendix I.

Each core competency will be evaluated at the end of the appraisal cycle using the Core Competency Rating Scale (see Appendix H).

Agreed Core Competencies
1.
2.
3.
4.
5.
6.

(Signature of the Employee)

(Signature of the Manager)



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**



<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 I:		
Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT II:		
Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT III:		
Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT IV:		
Quantity of Work:		
Quality of Work:		
	TOTAL FINAL RATING:	
<i>Divide "Total Final Rating" by number of individual final ratings =</i>	AVERAGE RATING (A):	

(Use additional sheets if required)

(Signature of the Employee)

(Signature of the Manager)



**BHUTAN CIVIL SERVICE
SUMMATIVE PERFORMANCE REVIEW
FORM (CONTINUED)
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:	
Rating' by 6 =		Divide 'Total Final	AVERAGE RATING (B):

(Signature of the Employee)

(Signature of the Manager)

DEVELOPMENT NEED OF THE EMPLOYEE

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

(Signature of the Employee)



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



Comments by the Manager:

(Comments 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 CALCUALTION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE HEAD OF AGENCY FOR REVIEW AND FINAL APPROVAL.

FINAL RATINGS CALCUALTION:

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 associate 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

Approved by Head of Agency