



ཀེསར་རྒྱལ་པོ་གསོ་རིག་གཞུག་ལག་སློབ་མེ།  
**Khesar Gyalpo University of Medical Sciences of Bhutan**  
**Royal Government of Bhutan**  
**Thimphu: Bhutan**



**EXECUTIVE PERFORMANCE APPRAISAL FORM**

**For the rating period:** \_\_\_\_\_ to \_\_\_\_\_

**Agency:**

**Name of the Employee:**

**Name of the Manager:**

**Employee ID No:**

**Position Title:**

**Position Title:**

**Comments by the Employee**

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

(You should also mention your contribution on outcomes and impact as a result of your output)

**(Signature of the Employee)**



This section will be submitted by the HRO to the respective supervisor/manager for rating

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**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 one year

- |                       |                     |  |
|-----------------------|---------------------|--|
| 1. Outstanding        | : 3.5 – 4.00 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 2. Very Good          | : 2.5 – 3.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 3. Good               | : 1.5 – 2.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 4. Improvement Needed | : 0 – 1.49 points   | <input style="width: 80%; height: 20px;" type="text"/> |

Substantiate rating with at least one example:

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B) How would you rate the quality of his/her work output in the last one year

- |                       |                     |  |
|-----------------------|---------------------|--|
| 1. Outstanding        | : 3.5 – 4.00 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 2. Very Good          | : 2.5 – 3.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 3. Good               | : 1.5 – 2.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 4. Improvement Needed | : 0 – 1.49 points   | <input style="width: 80%; height: 20px;" type="text"/> |

Substantiate rating with at least one example:

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

- |                       |                     |  |
|-----------------------|---------------------|--|
| 1. Outstanding        | : 3.5 – 4.00 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 2. Very Good          | : 2.5 – 3.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 3. Good               | : 1.5 – 2.49 points | <input style="width: 80%; height: 20px;" type="text"/> |
| 4. Improvement Needed | : 0 – 1.49 points   | <input style="width: 80%; height: 20px;" type="text"/> |



Substantiate rating with at least one example:

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**TOTAL RATING:** \_\_\_\_\_

**DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A):** \_\_\_\_\_

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**2. EVALUATION OF COMPETENCIES**

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

- 1. Outstanding : 3.5 – 4.00 points
- 2. Very Good : 2.5 – 3.49 points
- 3. Good : 1.5 – 2.49 points
- 4. Improvement Needed : 0 – 1.49 points

Substantiate rating with at least one example:

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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)

- 1. Outstanding : 3.5 – 4.00 points
- 2. Very Good : 2.5 – 3.49 points
- 3. Good : 1.5 – 2.49 points
- 4. Improvement Needed : 0 – 1.49 points

Substantiate rating with at least one example:

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- F) Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipments)
- |                       |                     |   |
|-----------------------|---------------------|---|
|                       | : 3.5 – 4.00 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 1. Outstanding        |                     | <input style="width: 80px; height: 20px;" type="text"/> |
| 2. Very Good          | : 2.5 – 3.49 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 3. Good               | : 1.5 – 2.49 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 4. Improvement Needed | : 0 – 1.49 points   |   |

Substantiate rating with at least one example:

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- G) Management of Linkages (it includes among others the ability to work effectively with other peers of other Agencies/Departments, stakeholders, superiors and clients)
- |                       |                     |   |
|-----------------------|---------------------|---|
|                       | : 3.5 – 4.00 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 1. Outstanding        |                     | <input style="width: 80px; height: 20px;" type="text"/> |
| 2. Very Good          | : 2.5 – 3.49 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 3. Good               | : 1.5 – 2.49 points | <input style="width: 80px; height: 20px;" type="text"/> |
| 4. Improvement Needed | : 0 – 1.49 points   | <input style="width: 80px; height: 20px;" type="text"/> |

Substantiate rating with at least one example:

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**TOTAL RATING:** \_\_\_\_\_

**DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A):** \_\_\_\_\_

**Comments by the Manager**



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**Thimphu: Bhutan**

**(Signature of the Manager)**

**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]:

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

\_\_\_\_\_  
**Name and Signature of Manager**  
**HR Committee**

\_\_\_\_\_  
**Approval by Chairperson,**