



གཞི་སར་རྒྱལ་པོ་གསོ་རིག་གཞུག་ལག་སློབ་ལྷན་
Royal Government of Bhutan

Khesar Gyalpo University of Medical Sciences of Bhutan
Thimphu: Bhutan



SUMMATIVE PERFORMANCE REVIEW FORM

For the period _____ to _____

Employee / Supervisor Information

Name of Agency:

Name of the Employee:

Employee ID No:

Position Title:

Position Level:

Name of the Supervisor:

Position Title of the Supervisor:

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 supervisor and employee is then arranged to discuss the Summative Review Form in more detail and finalize ratings, if required. The 'final rating' is to be approved and written down by the Supervisor.

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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 (Supervisor)
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:		
PERFORMANCE OUTPUT 4: Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT 5: Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT 6:		

Quantity of Work:		
Quality of Work:		
PERFORMANCE OUTPUT 7:		
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 Supervisor)

NOTE: TO BE SUBMITTED BY THE HRO TO THE RESPECTIVE SUPERVISOR FOR RATING

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SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)

RATINGS ON CORE COMPETENCIES

(To be completed by the Employee)			
Core Competency	Comments:	Employee Self-rating:	Final Rating (Supervisor):
1.			
2.			
3.			
4.			
5.			
6.			
7.			
		TOTAL FINAL RATING:	
Divide 'Total Final Rating' by 7 =		AVERAGE RATING (B):	

(Signature of the Employee)

(Signature of the Supervisor)

NOTE: TO BE SUBMITTED BY THE HRO TO THE RESPECTIVE SUPERVISOR FOR RATING

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SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)

RATINGS ON PEER FEEDBACK

To be completed by HRO		*Final rating (average peer rating)
Integrity (honesty and truthfulness of one's action, adherence to moral and ethical principles in one's conduct.)		
Leadership (influences others to achieve department, faculty and university goals)		
Team work/collaboration (work together with colleagues at various levels to solve problems, improve work processes or accomplish specific task.)		
Communication (clarity in expression of ideas, effectiveness of both verbal and written communication, effectiveness in listening and interacting with others in a helpful and informative manner)		
	Total final rating	
Divide "Total Final Rating by 4"	Average final rating (C)	

* Average rating of three peers from the peer feedback form

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SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)

RATINGS ON STUDENTS' FEEDBACK

This rating on students' feedback shall be applicable only to academicians of the faculty. The HRO of respective faculties of the university shall be responsible in compiling feedback forms and award rating.

To be filled by HRO		
Semester/ Modules		Rating by HRO*
Semester 1		
1. Module /subject		
2. Module /subject		
3. Module / subject		
4. Module / subject		
5. Module / subject		
Semester 2		
1. Module / subject		
2. Module / subject		
3. Module / subject		
4. Module / subject		
5. Module / subject		
	Total Final Rating:	
Divide 'Total Final Rating ' by number of rated modules .	Average Rating (D)	

$$* \text{ Rating} = \frac{(\sum \text{ individual score on module/subject})}{(\text{No of students who submitted the form} * 14)}$$

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**SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)
RATING ON PUBLICATIONS**

This rating on publication shall be mandatory for academicians who are in the position of Lecturer and above.

To be filled by the employee			
Types of Publication	No of publication	Score	Rating by Manager
Publication in Journals with impact factor		4	
Publication in Journals with no impact factor		2 /publication	
Conference proceedings as full papers		1 /presentation	
Text Books published by International publishers with established peer review system		4	
Subjects Books published by National level publishers		4	
		Final Rating (E)*	

*An individual can be rated a maximum a score of 4(highest rating) irrespective of the number of publications and presentations. This maximum score will be taken as the final rating (E) for overall final rating calculation.

DEVELOPMENT NEED OF THE EMPLOYEE

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)

Comments by the Supervisor:

(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 Supervisor)

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SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)

THE HR OFFICER SHALL COMPLETE THE FINAL RATINGS CALCULATION

BELOW, ENSURE ALL THE REQUIREMENTS ARE FULFILLED AND FORWARD THE SUMMATIVE REVIEW FORM TO THE HRC FOR REVIEW AND FINAL APPROVAL.

	FINAL RATING CALCULATIONS		
	Weight-age for Academicians		Weight-age for General Staff
	Lecturer and above	Below Lecturer	
A(Output) * 40%*45%* 60%
B(Competency)* 30%*35%* 30%
C(Peer)* 10%*10%*10%
D(Students)* 10%* 10%	
E(Publications)* 10%		
Total(F)

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 HR Officer
(Faculty / University) / University**

Approval by Head of Faculty/

Comments by HRC Faculty/ University:

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

Name and Signature of Chairperson HRC