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 Royal Government of Bhutan



Khesar Gyalpo University of Medical Sciences of Bhutan

Thimphu: Bhutan

**WORK PLANNING AND REVIEW FORM**

For the period: \_\_\_\_\_ to \_\_\_\_\_

<b>Agency:</b>	
<b>Name of the Employee:</b>	<b>Name of the Supervisor:</b>
<b>Employee ID No:</b>	<b>Position Title:</b>
<b>Position Title:</b>	

<p>These performance outcomes are to be made priorities for the next 12 months period. To be completed jointly by the supervisor and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.</p> <p><b><u>(Beginning of Appraisal Period)</u></b></p>	<p>Each performance output should be reviewed at the end of each 6 month period.</p> <p><b>Review Date:</b></p> <p><b><u>(End of Appraisal Period)</u></b></p>	<p>No ratings are required in this review phase, just remarks in relation to how the employee is progressing or not progressing in meeting each performance output. To be submitted by HRO to respective supervisor for remarks. <b><u>(End of Appraisal Period)</u></b></p>
<p><b>Expected Performance Output /Services</b></p> <p><b>Output I:</b></p> <p><b>Output II:</b></p> <p><b>Output III:</b></p> <p><b>Output IV:</b></p> <p><b>Output V:</b></p> <p><b>Output VI</b></p>	<p><b>Remarks of the Employee:</b></p>	<p><b>Remarks of the Supervisor:</b></p>

(Use additional sheet if required)

**Instructions**

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The supervisor and the employee should jointly identify four/three core competencies relevant to the employee’s position in addition to the four/three, which are fixed. The other core competencies identified may include interpersonal skills, negotiation skills, problem solving skills, analytical, communication, leadership, creativity, etc.

**(This has to be filled in the beginning of the Appraisal Period)**

<b>Agreed Core Competencies</b>
1. Integrity
2. Attitude
3. Punctuality
4. Team Work
5.
6.
7.

**(Signature of the Employee)**

**(Signature of the Supervisor)**