



ཀེས་ར་རྒྱལ་པོ་གསོ་རིག་གཞུང་ལག་སྲོལ་སློབ་སློང་སློང་།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



WORK PLANNING AND REVIEW FORM

For the period: _____ to _____

Agency: Faculty of Nursing and Public Health	
Name of the Employee:	Name of the Supervisor:
Employee ID No:	Position Title:
Position Title:	

<p>These performance outcomes are to be made priorities for the next 6 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><u>(Beginning of Appraisal Period)</u></p>	<p>Each performance output should be reviewed at the end of each 6 months period.</p> <p>Review Date:</p> <hr style="width: 50%; margin-left: 0;"/>	<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/ supervisor for remarks. <u>(End of Appraisal Period)</u></p>
<p>Expected Performance Output /Services</p> <p>Output I:</p> <p>Output II:</p> <p>Output III:</p> <p>Output IV:</p> <p>Output V:</p>	<p>Remarks of the Employee:</p>	<p>Remarks of the Supervisor:</p>

(Use additional sheet if required)



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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 core competencies relevant to the employee's position in addition to the 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)

Agreed Core Competencies
1. Integrity
2. Attitude
3. Punctuality
4. Team Work

(Signature of the Employee)

(Signature of the Supervisor)