**BHUTAN YOUTH DEVELOPMENT FUND**

**« A better today, a brighter tomorrow for the youth of Bhutan »**

**Performance Evaluation**

* 1. **Staff profile**

|  |  |
| --- | --- |
| Calendar Year |  |
| Month/quarter  |  |
| Name of Staff |  |
| Designation  |  |
| Level  |  |
| Supervisor |  |

* 1. **Work plan and Achievement report**

|  |
| --- |
|  (to be completed by staff member and supervisor at start of review period)1=Inferior Performance; 2=Satisfactory; 3=Good;4=Excellent |
| Using the organization`s work plan as a guide, list the main objectives expected to be completed during the review period, indicating the planned output and due date. Objectives should be specific, measureable, relevant and time-bound. | Self review | Supervisor`s assessment |
|  | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Objective 1:Planned Output:Due Date: |  |  |  |  |  |  |  |  |
| Objective 2:Planned OutputDue date: |  |  |  |  |  |  |  |  |
| General Observations (Punctuality, attitude to work, honesty, sincerity, interpersonal skills) | **Self review**  | **Supervisor’s review**  |
|  | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Punctuality |  |  |  |  |  |  |  |  |
| **Attitude to Work** |  |  |  |  |  |  |  |  |
| **Honesty** |  |  |  |  |  |  |  |  |
| **Sincerity** |  |  |  |  |  |  |  |  |
| **Interpersonal Skills** |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Specific attributes(Initiative, creativity, Problem solving abilities, motivation , team work, etc.) | **Self review**  | **Supervisor’s review**  |
|  | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Initiative |  |  |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |  |  |
| Problem solving abilities |  |  |  |  |  |  |  |  |
| Motivation to work  |  |  |  |  |  |  |  |  |
| Team work  |  |  |  |  |  |  |  |  |

* 1. **Supervisor’s comments:**

|  |
| --- |
| Overall Assessment |

Date:

Name: …………................................Signature……………………………

* 1. **Staff member`s Comments on performance review:**

|  |
| --- |
|  I have seen the review by my supervisor. I have no comments to add. |
|  I have seen the review by my supervisor and I have the following comments to add  (attach additional pages if needed) Date: Name (please print)……………………………………………. Signature………………………. |

**e: Peer Evaluation:**

|  |  |
| --- | --- |
| Calendar Year |  |
| Quarter  |  |
| Name of Staff |  |
| Designation  |  |
| Level  |  |

|  |  |
| --- | --- |
| General Observations (Punctuality, attitude to work, honesty, sincerity, interpersonal skills) | **Peer review**  |
|  | **1** | **2** | **3** | **4** |
| Punctuality |  |  |  |  |
| **Attitude to Work** |  |  |  |  |
| **Honesty** |  |  |  |  |
| **Sincerity** |  |  |  |  |
| **Interpersonal Skills** |  |  |  |  |

|  |  |
| --- | --- |
| Specific attributes(Initiative, creativity, Problem solving abilities, motivation , team work, etc.) | **Peer review**  |
|  | **1** | **2** | **3** | **4** |
| Initiative |  |  |  |  |
| Creativity |  |  |  |  |
| Problem solving abilities |  |  |  |  |
| Motivation to work  |  |  |  |  |
| Team work  |  |  |  |  |

|  |
| --- |
| Any other comments: Name and Designation: Date: Name (please print)…………………………………. Signature………………………………….  |