**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 Output  Due 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…………………………………. |