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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN
“Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services”



PERFORMANCE APPRAISAL FORM FOR GENERAL AND ELEMENTARY SERVICES CATEGORY

Section A: Employee Details

Appraisal Period :

Name and CID No :

Position Title and Level :

Section/Division/Agency :

Section B: Performance Dashboard

Sl#	Competency Behaviour	Description	Supervisor's Comment
1	Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions	
2	Communication Skills	The ability to convey information to another effectively and efficiently	
3	Service Focus	Values and delivers quality service to all	
4	Team Work	Promotes cooperation and commitment within a team	
5	Self Management	Manages own time, priorities, and resources to provide quality services	
6	Safety Focus	Adheres to all workplace and work safety laws, regulations, standards, and practices	

Section C: Overall Score (*Trick one category of performance*)

☐

Outstanding

☐

Good

☐

Very Good

☐

Partially Meets Expectation

(Signature of Supervisor)

Name:

Position Title:

Date: