

# KUENGAA GROUP OF COMPANIES

Unit: Kuengaa Higher Secondary School

Norbuling: Doteng, Paro

Post Box No: 1211

## STAFF PERFORMANCE REVIEW

**Name of the Employee:**

**Employee ID No.:**

**Position Title:**

**Name of Manager:**

These performance outcomes are to be made priorities for the next 6 month period. To be completed jointly by the manager and the employee at the beginning of work planning cycle. Use the employee's job description and annual work plan as guidelines.	Each performance output should be reviewed at the end of each 6 month period. <b>Review Date:</b>	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.
<b>Expected Performance Output/Services</b>	<b>Remarks of the Employee:</b>	<b>Remarks of the Manager:</b>
<b>Output I:</b>		
<b>Output II:</b>		
<b>Output III:</b>		
<b>Output IV:</b>		
<b>Output V:</b>		
<b>Output VI:</b>		
<b>Output VII:</b>		
<b>Output VIII:</b>		
<b>Output IX:</b>		
<b>Output X:</b>		

*(Use additional sheet if required)*

(Signature of the Employee)

(Signature of the Manager)

**SUMMATIVE PERFORMANCE REVIEW FORM**

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

**Employee / Manager Information**

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

**RATINGS ON PERFORMANCE FACTORS**

(Use additional sheets if required)

Ratings should pertain to Performance Outputs outlined in Work Planning and Review Forms.	Employee self rating	Final rating(Manager)
<b>PERFORMANCE OUTPUT 1:</b>		
Quality of Work:		
<b>PERFORMANCE OUTPUT 2:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 3:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 4:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 5:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 6:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 7:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 8:</b>		
Quantity of Work:		

<b>Quality of Work:</b>		
<b>PERFORMANCE OUTPUT 9:</b>		
<b>Quantity of Work:</b>		
<b>Quality of Work:</b>		
<b>PERFORMANCE OUTPUT 10:</b>		
<b>Quantity of work:</b>		
<b>Quality of work:</b>		
Divide 'Total Final Rating' by number of individual final ratings =		<b>TOTAL FINAL RATING:</b>
		<b>AVERAGE RATING (A):</b>

(Signature of the Employee)

(Signature of the Manager)

### RATINGS ON CORE COMPETENCIES

(To be completed by the Employee)			
Core Competency	Comments:	<b>Employee Self-rating:</b>	<b>Final Rating (Manager):</b>
Attitude			
Work knowledge			
Initiative			
Punctuality			
Team Work			
Customer Service			
		<b>TOTAL FINAL RATING:</b>	
Divide 'Total Final Rating' by 6		<b>AVERAGE RATING B):</b>	

(Signature of the Employee)

(Signature of the Manager)

## DEVELOPMENT NEED OF THE EMPLOYEE

**Comments by the Employee:**

**(Signature of the Employee)**

**Comments by the Manager:**(Comment on the special achievements some measures to improve the performance

**(Signature of the Manager)**

THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT. THE MANAGER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE HEAD OF AGENCY FOR REVIEW AND FINAL APPROVAL.

**FINAL RATINGS CALCULATION:**

Average Rating (A): \_\_\_\_\_ 60% Weightage

+ Average Rating (B): \_\_\_\_\_ 40% Weightage = Final Rating (C): \_\_\_\_\_  
• Calculation:  $(A \times 0.6) + (B \times 0.4) = C$

**If C = [tick appropriate box to confirm Final Rating and associated Performance Increment (PI)]:**

- 3.50 – 4.00 Outstanding (2 PI)    1.50 – 2.49 Good (1 PI)  
 2.50 – 3.49 Very Good (1 PI)    0 – 1.49 Improvement Needed (0 PI)

\_\_\_\_\_  
**Name and Signature of Manager**

**Comments by the Head of Agency:**

(Comment on the general performance and potential of the employee)

**(Name and Signature of CEO/Managing Director)**

