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**DISABLED PEOPLE'S ORGANIZATION OF BHUTAN**  
 Registration No. CSOA/PBO-09

<b>Performance Evaluation Form for Operational Category</b>	
APPRAISAL PERIOD:	
NAME OF THE EMPLOYEE:	
POSITION TITLE:	POSITION LEVEL:
UNIT:	AGENCY:

Competency Behavior	Description	Rating by Supervisor (0-4)	Comments
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		
<b>Total Rating</b>			
<b>Average Rating = Total Rating/6</b>			

<b>Signature of Employee:</b>	<b>Name &amp; signature of Supervisor</b>
Supervisor	

Performer category	Definition	Rating scale
<b>1. Outstanding</b>	Achieved exceptionally high level of performance	3.00-4.00
<b>2. Very Good</b>	Performed at a higher level than required	2.00-2.99
<b>3. Good</b>	Employee fulfilled requirements of the job	1.00-1.99
<b>4. Needs Improvement</b>	Results/Behavior far below performance requirement	<=0.99