



གཤམར་རྒྱལ་པོ་གསོའི་རིག་གཞུག་ལས་གསློབ་མཉེ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



WORK PLANNING AND REVIEW FORM

For the period: _____ **to** _____

Agency:	
Name of the Employee:	Name of the Manager:
Employee ID No:	Position Title:
Position Title:	

<p>These performance outcomes are to be made priorities for the next 12 months period. To be completed jointly by the manager and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.</p> <p><u>(Beginning of Appraisal Period)</u></p>	<p>Each performance output should be reviewed at the end of each 12 month period.</p> <p>Review Date:</p> <hr style="width: 100%;"/> <p><u>(End of Appraisal Period)</u></p>	<p>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. To be submitted by HRO to respective supervisor/manager for remarks. <u>(End of Appraisal Period)</u></p>
<p>Expected Performance Output /Services</p> <p>Output I:</p> <p>Output II:</p> <p>Output III:</p> <p>Output IV:</p> <p>Output V:</p> <p>Output VI</p>	<p>Remarks of the Employee:</p>	<p>Remarks of the Manager:</p>

(Use additional sheet if required)



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Instructions

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The manager and the employee should jointly identify four core competencies relevant to the employee's position in addition to the three, which are fixed. The other core competencies identified may include interpersonal skills, negotiation skills, problem solving skills, analytical, communication, leadership, creativity, etc.

(This has to be filled in the beginning of the Appraisal Period)

Agreed Core Competencies
1. Integrity
2. Attitude
3. Punctuality
4.
5.
6.
7.



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(Signature of the Employee)

(Signature of the Manager)