



## BHUTAN CIVIL SERVICE IDENTIFICATION OF CORE COMPETENCIES



### 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 six core competencies relevant to the employee's position. The core competencies may be identified using the Sample Competency Library provided in Appendix I.

Each core competency will be evaluated at the end of the appraisal cycle using the Core Competency Rating Scale (see Appendix H).

Agreed Core Competencies
1.
2.
3.
4.
5.
6.

(Signature of the Employee)

(Signature of the Manager)



**BHUTAN CIVIL SERVICE  
SUMMATIVE PERFORMANCE  
REVIEW FORM**

**For the period** \_\_\_\_\_ **to** \_\_\_\_\_

**Employee / Manager Information**

**Name of Agency:**

**Name of the Employee:**

**Employee ID No:**

**Position Title:**

**Position Level:**

**Major Occupation Group:**

**Sub Group:**

**Name of the Manager:**

**Position Title of the Manager:**

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**Process:** In the first instance, the employee is to complete the Summative Review Form as best they can with reference to the Work Planning and Review Forms. Performance Outputs and Core Competencies are to be listed/described and a 'self-rating' given along with supplementary information where necessary. Note: under Performance Outputs, a separate rating is required for both the 'quantity' and 'quality' sections. When complete, the form is then submitted to their manager. The manager will review the form and make appropriate notes. A meeting between the manager and employee is then arranged to discuss the Summative Review Form in more detail and finalize ratings. The 'final rating' is to be approved and written down by the Manager.



**BHUTAN CIVIL SERVICE  
SUMMATIVE PERFORMANCE**



**REVIEW FORM (CONTINUED)  
RATINGS ON PERFORMANCE FACTORS**

<i>(Ratings should pertain to Performance Outputs as outlined in Work Planning and Review Forms. Add additional outputs as necessary)</i>	<b>Employee self-rating:</b>	<b>Final rating (Manager):</b>
<b>PERFORMANCE OUTPUT I:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT II:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT III:</b>		
Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT IV:</b>		
Quantity of Work:		
Quality of Work:		
	<b>TOTAL FINAL RATING:</b>	
<i>Divide 'Total Final Rating' by number of individual final ratings =</i>	<b>AVERAGE RATING (A):</b>	

*(Use additional sheets if required)*

**(Signature of the Employee)**

**(Signature of the Manager)**

(Additional Sheet )

<i>(Ratings should pertain to Performance Outputs as outlined in Work Planning and Review Forms. Add additional outputs as necessary)</i>	<b>Employee self-rating:</b>	<b>Final rating (Manager):</b>
<b>PERFORMANCE OUTPUT :</b>		
<b>Quantity of Work:</b>		
<b>Quality of Work:</b>		
<b>PERFORMANCE OUTPUT :</b>		
<b>Quantity of Work:</b>		
<b>Quality of Work:</b>		
<b>PERFORMANCE OUTPUT :</b>		
<b>Quantity of Work:</b>		
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<b>PERFORMANCE OUTPUT :</b>		
<b>Quantity of Work:</b>		
<b>Quality of Work:</b>		
<b>PERFORMANCE OUTPUT :</b>		
<b>Quantity of Work:</b>		
<b>Quality of Work:</b>		
	<b>TOTAL FINAL RATING:</b>	
<i>Divide 'Total Final Rating' by number of individual final ratings =</i>	<b>AVERAGE RATING (A):</b>	

*(Remove sheet if not required)*

**(Signature of the Employee)**

**(Signature of the Manager)**



**BHUTAN CIVIL SERVICE  
SUMMATIVE PERFORMANCE  
REVIEW FORM (CONTINUED)  
RATINGS ON CORE COMPETENCIES**



(To be completed by the Employee)			
Core Competency	Comments:	Employee Self-rating:	Final Rating (Manager):
1.			
2.			
3.			
4.			
5.			
6.			
		<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**

(Comment on some of your special achievement and on areas that you need to improve)

(Signature of the Employee)

