

Performance Evaluation Form

I. General

Name	Khalid Mehmood
Position	UCPO
CNIC	1220115533991
Duty station (UC / District / Province)	Pirtangi, Tank, KPK
Evaluation Period	Nov 01, 2019 Till Dec 31, 2019

II. PTPP Technical Skills:-

S No.	Description	Job being done to the best of ability; desired results obtained	Job being done to the best/good of ability; with mixed results (needs improvement)	Work inadequately done; results unsatisfactory
1)	UC/Area level Micro-plans development and desk revision		Yes	
2)	UC / Area level Micro-plans field validation		Yes	
3)	Status of selection of the house to house vaccination teams		Yes	
4)	Training of the vaccination teams	Yes		
5)	Training of the UC supervisors (Area In-charges)	Yes		
6)	Pre campaign data collection, collation and timely transmission to the next level		Yes	
7)	Data collection, collation and timely transmission to the next level during the campaign			Yes
8)	Corrective measures following the identification of the gaps		Yes	

III. PTPP Holder's Attributes

	Satisfactory	Needs Improvement	Unsatisfactory
Reliability			Yes
Work independently with minimal supervision		Yes	
Punctuality			Yes
Initiative		Yes	
Good team player		Yes	
Familiarity with WHO required procedures		Yes	

IV. Others

Exceptional accomplishment:

NA

Overall assessment:

Not familiar with WHO needs, did not work independently as on 10.03.2020 Second Day of CR mOPV2 March 2020, he was not monitoring campaign and he was busy with EPI Teams in outreach sessions at UC Pirtangi, Area Pirtangi-1, JSD Tank, I PEO Tank did not find him reliable as since last 2 Campaigns, I did not find any NA Child, Refusal, Miss House, Poor vaccinated Area in UCPO Khalid Mehmood 7HH Clusters, I told him very clearly to cross verify his clusters but he did not reach the spot to cross verify his clusters with me. Did not identify any gaps. He was also found not a good team player as he force the TTM of UC Pirtangi, JSD Tank to hide the gaps and did not report the gaps to PEO WHO Tank. for all above stated points he has a single reply that he is new to the organization. It is strongly recommended to re evaluate him after a period of time.

PTPP Remarks

PTPP Comments

Agree

Second Level Supervisor Remarks

Needs Improvement