



The Town of Cottage City
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Town of Cottage City

Yearly Review Forum Report

1. Yearly Review Forum – Key Objectives

Evaluate Performance

- Review goals set at the beginning of the year
- Analyze results, metrics, and outcomes

Share Achievements

- Highlight major accomplishments and milestones
- Recognize outstanding teams or individuals

Identify Challenges

- Discuss issues faced during the year
- Learn lessons from mistakes or setbacks

Plan for the Next Year

- Set new goals and priorities
- Introducing upcoming projects or strategies

Encourage Feedback

- Allow participants to ask questions
- Gather ideas for improvement

Town of Cottage City
Employee Performance Review

Employee Name:		Period Covered	
Employee ID:		Review Date:	
Department:		Department Head:	
Position/Title:		Town Manager:	

Self-Assessment
 Department Head Review
 Town Manager Review

Performance Measures (Rate)

5) Excellent	4) Very Good	3) Satisfactory	2) Needs Improvement	1) Poor
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SECTION A 1.0 Performance Evaluation

Category	Rating Factor	Rate
Quality of Work		
	Accuracy, thoroughness, and professionalism in completing assigned tasks.	
	Accepts constructive criticism	
	Flexible & adaptable to the changing environment	
	Proactive & or takes Initiative	
Productivity/ Work Output		
	Ability to complete assigned work efficiently and within expected timelines.	
Knowledge of Job		
	Understanding of job duties, procedures, equipment, policies, and municipal operations	
Attendance & Punctuality		
	Reliability in reporting to work on time and maintaining acceptable attendance.	
	Works well under pressure	
Teamwork & Cooperation		
	Ability to work effectively with coworkers, supervisors, elected officials, and the public.	

SECTION A 1.0 Performance Evaluation continued

Category	Rating Factor	Rate
Communication Skills/ Customer & Public Service		
	Ability to clearly convey information verbally & in writing to staff, elected officials, & the public.	
	Responsiveness and professionalism when serving residents, businesses, and elected officials.	
	Commitment to ethical governance, community well-being, and municipal mission.	
Problem Solving Ability		
	Ability to analyze issues, develop solutions, and make sound decisions.	
	Seeks additional work & willingness to learn new skills.	
Initiative & Responsibility		
	Willingness to take ownership of duties and act proactively.	
	Consistency with work and assigned assignments.	
	Willingness to take ownership of mistakes and take action to correct them.	

SECTION B 1.0 Administrative Staff Evaluation

Category	Rating Factor	Rate
Document Management		
	Ability to maintain organized, accurate, and accessible municipal records and documents.	
Accuracy of Reports		
	Preparation of reports, correspondence, and official documents with precision and reliability.	
Meeting Deadlines & Project Goals		
	Ability to complete assignments, reports, and projects within required timeframes.	
Accuracy of Financial Records		
	Accuracy and accountability in maintaining municipal financial documentation, budgets, invoices, and financial reports.	
Accuracy of Payroll & Time & Attendance		
	Proper maintenance and verification of employee timekeeping and attendance records.	

Section B 1.1 Major Achievements During the Year

- _____
- _____
- _____

Projects Completed		

SECTION B 1.2 Administrative Staff Evaluation

Administrative Efficiency		
	Ability to manage office operations, administrative processes, and municipal workflow in an organized and efficient manner.	
	Managing administrative office workflow.	
	Preparing meeting materials and agendas.	
	Oversight of municipal administrative systems.	
Event Coordination & Setup		
	Planning, organizing, and assisting with municipal meetings, public events, and official functions.	
	Coordinating community events and facility setups.	
	Ensuring departments support town events and public meetings.	
	Coordinating major town events with council and community organizations.	

SECTION B 1.3 Areas Needing Improvement

- _____
- _____
- _____

Improving Communication Skills		
	Demonstrates efforts to enhance communication with staff, elected officials, and the public through clear, timely, and professional interactions.	
Process Efficiency/ Response Time		
	Ability to evaluate and improve municipal administrative processes to increase efficiency and productivity.	

SECTION C 1.0 Public Works Staff Evaluation

Maintenance Task Completion	
	Ability to complete assigned maintenance and repair tasks effectively and within expected timeframes.
Complaint Response Time	
	Timeliness and effectiveness in responding to service requests and citizen complaints related to public works issues.
Equipment Safety Handling	
	Proper use, maintenance, and safety practices when operating municipal tools, vehicles, and equipment.

Section C 1.1 Major Achievements During the Year

- _____
- _____
- _____

Maintenance Task Completion	
Complaint Response Time	

SECTION C 1.2 Areas Needing Improvement

- _____
- _____
- _____

Training Needs	
	Identification and fulfillment of training to improve skills, knowledge, and safety in public works operations.
Process Efficiency/ Response Time	
	Ability to perform assigned tasks efficiently, accurately, and respond promptly to work orders, service requests, or emergencies.

SECTION C 1.3 Goals for the Next Year

- _____
- _____
- _____

SECTION C 1.4 Strategic Goals Progress (Next Year)

Projects			
	Relationship with colleagues		
	Cooperative		
	Coordination with others		
	Teamwork		
	Eager to Solve Problems		
Creating New Processes			
	Seeking training and development		
	Open to ideas		

OVERALL RATING	
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DEVELOPMENT INTEREST GOING FORWARD - (use additional sheets if needed)

- Self-Assessment
 Department Head Review
 Town Manager Review

Supervisor Comments -

- Self-Assessment
 Department Head Review
 Town Manager Review

Employee Signature: _____

Department Head Signature: _____

Town Manager Signature: _____