



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Janice Duckett
Treasurer

Karen Lott
Commissioner

Sarah Franklin
President

Thomas Hanchett
Commissioner

Charles Colbert
Commissioner

Employee Evaluation Form

I. EMPLOYEE INFORMATION		
Employee Name		Job Title
Supervisor/Reviewer		Review Period From: / / To: / /
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <i>Written and oral communications are clear, organized, and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness, and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Initiative & Flexibility:	<input type="checkbox"/> Exceeds expectations	

<i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Cooperation & Teamwork: <i>Respectful of colleagues and residents when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
III. JOB-SPECIFIC PERFORMANCE CRITERIA		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
IV. PERFORMANCE GOALS		
Set objectives and outline steps to improve in problem areas or further employee development; 1. 2. 3.		
V. OVERALL RATING		
<input type="checkbox"/> EXCEEDS EXPECTATIONS <i>Employee consistently performs at a high level that exceeds expectations</i>	<input type="checkbox"/> MEETS EXPECTATIONS <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> NEEDS IMPROVEMENT <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>
<input type="checkbox"/> UNACCEPTABLE <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>		
Comment on the employee's overall performance;		

--

VI. EMPLOYEE COMMENTS (OPTIONAL)

--

VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.	
Employee Signature:	Date:

Supervisor Signature:	Date:
-----------------------	-------