

State of Maryland Performance Evaluation For Management Employees

This evaluation is intended to facilitate communication between supervisors and employees regarding expectations of job performance and to provide a mechanism for the evaluation of actual performance.

Employee Name: _____ **Beginning Date:** _____

Supervisor's Name: _____ **Fiscal Year:** _____

Employee Status: _____ **Special Appointment** _____ **Management Service**
 _____ **Executive Service** _____ **Political Special Appointment**

Does the employee's Position Description (PD) accurately reflect the current, and anticipated, duties and responsibilities for the upcoming review period? (If no, modify the PD as required before beginning the review period.)

Yes No - Date Modified: _____

Ratings:

- 3 = Outstanding:** Exceptional performance. Achievements are clearly superior to the level of performance required for the job.
- 2 = Satisfactory:** Met the required and expected results for the job. Good performance which is expected of a fully experienced or competent employee.
- 1 = Unsatisfactory:** Performance is unacceptable and shows no significant progress or improvement. Improvement is critical.

| Performance of Job Duties (Position-Specific Performance Standards are taken from Part IV of the Position Description (MS-22)) | Mid Cycle Rating | End Cycle Rating |
|---|------------------------|------------------------|
| Overall Work Quality | | |

If rated on Overall Work Quality, show individual Performance Standards below but do not rate them. See PEP Guidelines.

| | | | |
|---|--|--|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Number of Position-Specific Performance Elements Rated:

| Behavioral Elements | | Mid Cycle Rating | End Cycle Rating |
|-------------------------|---|------------------|------------------|
| Work Ethic | | | |
| 1 | Maintains good attendance. (The use of FMLA-qualifying leave should not be considered.) | | |
| Team-Work | | | |
| 2 | Is an active, effective member of the Department's team. | | |
| 3 | Works to implement the Department's goals. | | |
| 4 | Proactively resolves internal complaints. | | |
| 5 | Promotes cooperation with other areas of the Department and other agencies. | | |
| Communication | | | |
| 6 | Effectively provides direction to subordinates. | | |
| 7 | Speaks effectively. | | |
| 8 | Writes effectively (clear, organized, appropriate grammar, punctuation). | | |
| 9 | Effectively communicates the Department's mission/vision to subordinates. | | |
| 10 | Interacts positively with co-workers. | | |
| Customer Service | | | |
| 11 | Strives to meet customer requirements. | | |
| 12 | Is courteous to customers and co-workers. | | |
| 13 | Provides timely, accurate and appropriate information to internal and external customers. | | |
| 14 | Keeps commitments and follows through on customer requests. | | |
| Initiatives | | | |
| 15 | Generates ideas, options, and solutions for improvement. | | |
| 16 | Solves problems without being asked. | | |
| 17 | Works to continuously improve processes. | | |
| 18 | Engages in opportunities for self-improvement. | | |
| Work Performance | | | |
| 19 | Completes assignments accurately and on time. | | |
| 20 | Maintains confidentiality. | | |
| Supervision | | | |
| 21 | Provides timely performance feedback. | | |
| 22 | Ensures that subordinate supervisors provide timely performance feedback. | | |
| 23 | Follows procedures relating to discipline, sick leave monitoring. | | |
| 24 | Contributes positively to employee morale. | | |
| 25 | Manages resources effectively. | | |
| 26 | Communicates and supports the Department's mission, vision and objectives. | | |
| Planning | | | |
| 27 | Consistent with Department's goals, establishes long and short-term objectives. | | |
| 28 | Prioritizes work to meet established objectives. | | |

Number of Behavioral Elements Rated:

| | |
|--|--|
| | |
|--|--|

Total Number of Elements Rated:

| | |
|--|--|
| | |
|--|--|

| Mid Cycle Rating: | | |
|-------------------|--------------|----------------|
| Outstanding | Satisfactory | Unsatisfactory |
| 3.00 - 2.75 | 2.74 - 1.75 | 1.74 - 1.00 |

Tasks to be Achieved Before the End of Cycle Rating (if no specific Tasks, state "None"):

Training Recommendations:

Supervisor's Comments:

Employee's Comments:

I understand that this is a: ____Special Appointment; ____Management Service; ____Executive Service; ____Political Special Appointment position in which I serve at the pleasure of the appointing authority.

Employee Signature: _____

Date: _____

No personnel action shall be taken or refused as a reprisal against an employee who refuses to sign this evaluation. The supervisor shall note the refusal on the employee's signature line.

Supervisor Signature: _____

Date: _____

By my signature I attest that I understand and adhere to the Governor's Code of Fair Employment Practices, 01.01.2007.16.

Division Manager: _____

Date: _____

| End Cycle Rating: | | |
|-------------------|--------------|----------------|
| Outstanding | Satisfactory | Unsatisfactory |
| 3.00 - 2.75 | 2.74 - 1.75 | 1.74 - 1.00 |

Tasks to be Achieved Before the End of Cycle Rating (if no specific Tasks, state "None"):

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Supervisor Signature: _____

Date: _____

By my signature I attest that I understand and adhere to the Governor's Code of Fair Employment Practices, 01.01.2007.16.

Appointing Authority: _____

Date: _____