

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
MARYLAND CAPITOL POLICE

Job Observation Report

To:	Date:
From:	Date Observed:
Employees Supervisor:	Location:
Type of Observation: Performance Report or Form	
Employee Performance Factors	
General duties	Time Management Communications
Report Writing/Forms Completion	Use & Maint. of Equip./ Personal Appearance
Supervisor Performance Factors	
Supervision	Administrative Duties General Duties
Communications	Use & Maintenance of Equipment/Personal Appearance
Observed Performance: Favorable Unfavorable	
Performance Aspects	
Additional Information Required Contacts with Agency Personnel Contacts with the Public Content Court Testimony Equipment Use Grammar Initiative Investigation Technique	Investigation Thoroughness Knowledge of Rules/Regulations Legibility Overdue Report Personal Appearance Punctuality Spelling Time Management Other:
Type of Report, Incident No. (if applicable):	
Employee 's Comments (if any):	