

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):		