

Judiciary Human Resources Department

Employee Evaluation Process

- Before the review the employee should:
 - Review Position Description Questionnaire (PDQ)
 - Complete a self evaluation using the Performance Evaluation Form found at <http://mdcourts.gov/hr/forms.html#performance>
 - List their goals and objectives describing what they would like to accomplish in the upcoming year
 - List classes, training and personal development they would like to take in the upcoming year

- Before the review the supervisor should:
 - Review Position Description Questionnaire (PDQ) for each employee. A blank PDQ can be found at <http://mdcourts.gov/hr/forms.html#salary>
 - Complete an evaluation for each employee using the Performance Evaluation Form found at <http://mdcourts.gov/hr/forms.html#performance>
 - List the goals and objectives they would like each employee to accomplish in the upcoming year
 - List the classes, training and personal development they would like each employee to complete in the upcoming year
 - Review the completed evaluation with the management team members in the employee's chain of command, get a consensus on the evaluation and the necessary supervisor / management signatures

- During the review the employee and supervisor should:
 - Compare the employee's self evaluation and the supervisor's evaluation
 - Discuss the PDQ, especially if any revisions are necessary
 - Discuss the employees career path, goals and training opportunities

- After the end of the review the supervisor should:
 - Arrive at a consensus with the employee as to the performance evaluation score and the reasons behind the scoring of each section of the evaluation
 - Consider and make any revisions to the evaluation that may result from the meeting
 - Update the employee's PDQ (if any changes are required)
 - Provide the employee with a signed copy of their updated PDQ and signed copies of their evaluations
 - Submit original evaluation to the Office of Employee Relations
 - Submit original, signed, updated PDQ to the Office of Classification, Salary Administration and HRIS

If you have questions about the evaluation process, please contact a member of the Office of Employee Relations at (410) 260-1732.

If you have any questions about the PDQ, please contact a member of the Office of Classification, Salary Administration and HRIS at (410) 260-1733.