

**CLAYTON COUNTY BOARD OF COMMISSIONERS**  
**PERFORMANCE EVALUATION**  
**EFFECTIVE JULY 1, 2024**  
**BUDGET YEAR 2025**

Employee Last Name	Employee First Name	Employee ID
Hill	Marcus	34506

Department	Position Title	Date Employed at Clayton Co.
Sheriff's Office	Deputy Sheriff II	

Date Assigned Present Position	Supervisor Name	Review Date
	Captain Wilson #29153	08/13/2025

**THE PERFORMANCE EVALUATION**

A performance evaluation is an official record of an employee's performance within a specified period of time in relation to pre-determined criteria.

The performance evaluation is an official, legal documentation of performance. The performance rating for each factor is as follows:

- **1 = Unsatisfactory Performance**
- **2 = Below Acceptable Performance**
- **3 = Meets Acceptable Performance**
- **4 = Exceeds Acceptable Performance**
- **5 = Outstanding Performance**

**MERIT INCREASES BASED ON PERFORMANCE**

Performance evaluations are a critical component of performance management, and serve multiple administrative/management functions that impact employment-related decisions.

Performance Management is essential to your career growth and is an important part of your career with Clayton County Board of Commissioners.

***NOTE: Merit Increases were not approved for Budget Year 2025.***

**SELF-EVALUATION AND THE REJECTION FORM**

The self-evaluation process is an important part of Clayton County's performance management program. The self-evaluation allows for discrepancies in scores to be identified and discussed; and reduces litigation.

The self-evaluation promotes effective communication between the employee and his/her supervisor, and reduces subjectivity in the evaluation process. The employee should complete the self-evaluation form before the performance management meeting.

If the employee is Civil Service protected, in accordance with the Civil Service Rules, the employee may grieve his cause to the Civil Service Board by completing the rejection form. The Civil Service Board will make an advisory recommendation to the Director.

<b>EMPLOYEE NAME</b>
Hill, Marcus

**PERFORMANCE FACTORS**

	1	2	3	4	5
<b>1. JOB KNOWLEDGE</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>• Has a basic understanding of Clayton County's Strategic Operational Plan.</li> <li>• Has an understanding of the mission and goals of the department.</li> <li>• Displays a thorough understanding of the nature and function of his/her job.</li> <li>• Ability to analyze facts to arrive at alternate solutions based on job knowledge.</li> </ul>					

**Comments:**

Deputy Hill is steady in his work. Deputy Hill understands all processes in evidence operations to complete his assignments daily.

	1	2	3	4	5
<b>2. QUALITY OF WORK</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>• Produces a final work product that is accurate and complete.</li> <li>• Takes the initiative to enhance work processes and procedures.</li> <li>• Works at a level of supervision applicable to the position.</li> <li>• Takes advantage of professional development opportunities to enhance skills.</li> </ul>					

**Comments:**

Deputy Hill takes the initiative to complete assignments in a timely manner and can be called upon to go the extra mile.

<b>EMPLOYEE NAME</b>
Hill, Marcus

	1	2	3	4	5
<b>3. QUANTITY OF WORK</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Manages priorities to meet deadlines.</li> <li>Effectively utilizes resources to produce desired results.</li> <li>Engages planning to ensure effective production of work.</li> <li>Identifies possible obstacles that can impend the workflow of a project, and implements effective solutions to address the obstacles.</li> </ul>					

**Comments:**  
 Ability to exceed is high in this areas. Deputy Hill always does what he is required without any issues.

	1	2	3	4	5
<b>4. WORK EXECUTION/RESOURCEFULNESS</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Consistently goes above and beyond expectations in completing tasks.</li> <li>Assumes a positive, high-energy approach to work.</li> <li>Shows commitment to work by displaying a willingness to work across divisional and departmental lines.</li> <li>Ability to effectively delegate to maximize resources and outputs.</li> <li>Capitalizes on procedures, policies, and plans to enhance the Department.</li> </ul>					

**Comments:**  
 Deputy Hill has good character and works well with peers. Identifies problems and comes up with solution.

<b>EMPLOYEE NAME</b>
Hill, Marcus

	1	2	3	4	5
<b>5. ATTENDANCE/DEPENDABILITY</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>• Observes working hours and does not deviate from schedule without authorization from leadership.</li> <li>• Follows department's call-in procedures in the event of unforeseeable absences.</li> <li>• Plans and schedules leave according to departmental policies.</li> <li>• Ensures that work responsibilities are properly managed and delegated during absences.</li> </ul>					

**Comments:**

Deputy Hill regularly reports to work as scheduled. He complies with departmental attendance policies, notifications, annual leaves, sick leaves, and etc...

	1	2	3	4	5
<b>6. ADAPTABILITY/DECISION MAKING</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>• Maintains professional decorum in difficult situations.</li> <li>• Effectively manages projects and tasks within the proper timeframes.</li> <li>• Displays willingness to receive and utilize constructive criticism.</li> <li>• Anticipates change and prepares various scenarios to manage evolving circumstances.</li> <li>• Ability to correctly interpret situations and make sound decisions based on professional knowledge, best practices, policies, and procedures.</li> <li>• Demonstrates professional courage and confidence to make snap decisions quickly and effectively.</li> </ul>					

**Comments:**

Deputy Hill adjust well in difficult situations by using resources available to resolve issues.

<b>EMPLOYEE NAME</b>
Hill, Marcus

	1	2	3	4	5
<b>7. PLANNING/ORGANIZING</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>Ensures that employees have the types, quantity, and quality of resources needed to successfully execute their duties.</li> <li>Maintains an orderly, methodical approach to work.</li> <li>Anticipates and properly prepares for internal/external forces that may affect future operations.</li> <li>Ability to anticipate needs, pre-plans work, and coordinates resources to accomplish goals.</li> <li>Effectively forecast needs and properly manages budget.</li> <li>Seeks ways to utilize technology to streamline and enhance work processes and reduce costs.</li> </ul>					

**Comments:**

Deputy Hill continues to grow in this area by taking different courses of action when needed in resolving problems.

	1	2	3	4	5
<b>8. LEADERSHIP/PROFESSIONAL IMAGE</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>Ability to display effective leadership and fellowship behavior.</li> <li>Possesses professional courage to quickly take the initiative to address deviant behavior and substandard performance.</li> <li>Responds to complaints timely; ability to offer sound solutions.</li> <li>Takes a proactive approach to team building in an effort to create a team-oriented environment.</li> <li>Maintains consistent, impartial disciplinary control. Maintains an approachable and helpful professional demeanor.</li> <li>Establishes a work culture that promotes and utilizes diversity. Works as a facilitator to build cross-functional teams.</li> <li>Provides subordinates with clear direction, vision, and guidance based on the strategic focus of the County and department.</li> <li>Promotes cross-training and other strategies to enhance the subordinates' skills. Expresses willingness to serve on committees, boards, task forces, etc.</li> </ul>					

**Comments:**

Deputy Hill is a team player who communicates regularly with supervisors when in doubt.

<b>EMPLOYEE NAME</b>
Hill, Marcus

	1	2	3	4	5
<b>9. COMMUNICATION/INTERPERSONAL RELATIONS</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Ability to quickly organize and express thoughts verbally and in written format.</li> <li>Skillfully communicates under pressure to deliver appropriate messages.</li> <li>Provides written documents that are clear, logical, concise, and error free.</li> <li>Ability to select the most effective communication method to deliver an impactful message.</li> <li>Communicates as the voice of authority by maintaining confidentiality, communicating facts; and utilizing a positive communication approach.</li> <li>Assume the role of an assertive communicator by addressing difficult issues timely.</li> <li>Ability to effectively negotiate to arrive at workable solutions.</li> </ul>					

**Comments:**

Deputy Hill displays great work ethics in resolving issues arising from complaints. Also he displays positive attitude under pressure.

	1	2	3	4	5
<b>10. RULE CONFORMANCE/SAFETY LOSS CONTROL</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> <li>Knows, enforces, and adheres to Department's and County's policies and procedures.</li> <li>Monitors the environment, and quickly addresses possible violations of policies and procedures.</li> <li>Seeks assistance from Leadership to address serious violations that can create liability and scrutiny.</li> <li>Freely ask questions to ensure compliance and understanding. Follows proper safety/loss control procedures, policies, and rules</li> <li>Periodically communicates policies, procedures, and rules to subordinates to ensure understanding.</li> <li>Utilizes Clayton County's equipment with care, protection, and appropriateness.</li> </ul>					

**Comments:**

Deputy Hill makes effort to keep in line with policies and procedures. Also he demonstrates ability to lead peers in participating in safety.

Supervisor's Signature: Captain F. Wilson #29153 Date: 08/13/2025

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EMPLOYEE NAME</b>
Hill, Marcus

**PERFORMANCE RATING SUMMARY**

The summary below is a true representation of the employee's overall performance for the evaluate on period.

KEY RESULT AREA	1	2	3	4	5	SCORE
JOB KNOWLEDGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
QUALITY OF WORK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
QUANTITY OF WORK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
WORK EXECUTION/RESOURCEFULNESS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
ATTENDANCE/DEPENDABILITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
ADAPTABILITY/DECISION MAKING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
PLANNING/ORGANIZING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
LEADERSHIP/PROFESSIONAL IMAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
COMMUNICATION/INTERPERSONAL RELATIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
RULE CONFORMANCE/SAFETY LOSS CONTROL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
<b>TOTAL SCORE</b>						0

**Rating Scale**

- 1 = Unsatisfactory Performance
- 2 = Below Acceptable Performance
- 3 = Meets Acceptable Performance
- 4 = Exceeds Acceptable Performance
- 5 = Outstanding Performance

Supervisor's Signature: Captain Wilson# 29153 Date: 08/13/2025

Employee's Signature: *Marcus Hill* 34506 Date: 8/13/2025

Department Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EMPLOYEE NAME</b>
Hill, Marcus

**PERFORMANCE IMPROVEMENT GOALS AND OBJECTIVES**

List goals for the next performance period, and if applicable, list performance improvement indicators that may assist the employee to improve key results areas. Following the specified period, the supervisor should routinely review the employee's progress.

KEY RESULT AREA	GOALS	DATE
JOB KNOWLEDGE		
QUALITY OF WORK		
QUANTITY OF WORK		
WORK EXECUTION/RESOURCEFULNESS		
ATTENDANCE/DEPENDABILITY		
ADAPTABILITY/DECISION MAKING		
PLANNING/ORGANIZING		
LEADERSHIP/PROFESSIONAL IMAGE		
COMMUNICATIONS/INTERPERSONAL RELATIONS		
RULE CONFORMANCE POLICIES/SAFETY LOSS CONTROL		

Supervisor's Signature: Captain Wilson #29153

Date: 08/13/2025

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>EMPLOYEE NAME</b>
Hill, Marcus

**EMPLOYEE SELF EVALUATION**

Valued Employee, this self-evaluation is an important component of Clayton County's performance evaluation process, and provides you the opportunity to rate your performance.

For each key result area, carefully consider your performance during this rating period, and place an "X" in the column that best describes your performance. Place the numeric value in the score box. To assist you in rating your performance, you can use Clayton County Performance Management Guide.

Lastly, total the score column to obtain a total score.

KEY RESULT AREA	1	2	3	4	5	SCORE
JOB KNOWLEDGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0
QUALITY OF WORK	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0
QUANTITY OF WORK	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0
WORK EXECUTION/RESOURCEFULNESS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0
ATTENDANCE/DEPENDABILITY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
ADAPTABILITY/DEPENDABILITY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0
PLANNING/ORGANIZING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
LEADERSHIP/PROFESSIONAL IMAGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
COMMUNICATION/INTERPERSONAL RELATIONS	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	0
RULE CONFORMANCE POLICIES/SAFETY LOSS CONTROL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0
<b>TOTAL SCORE</b>						0

**Rating Scale**

- 1 = Unsatisfactory Performance
- 2 = Below Acceptable Performance
- 3 = Meets Acceptable Performance
- 4 = Exceeds Acceptable Performance
- 5 = Outstanding Performance

Employee's Signature:           *Marcus Hill* 34506          

Date:           2/13/25

EMPLOYEE NAME

Hill, Marcus

**PERFORMANCE EVALUATION REJECTION FORM**

Valued Employee, the performance evaluation rejection component is a critical factor in Clayton County's evaluation process, and should be used by the employee if he/she disagrees with the results of his/her performance evaluation.

Please state your reason(s) for rejecting the evaluation, and sign and date the form. The form will be reviewed by the supervisor, and routed to the Department Director or Elected Official for review and consideration.

**REASON(S) FOR REJECTION**

A large rectangular box with a black border. A diagonal blue line runs from the top-left corner to the bottom-right corner. The text "MH 34506" is handwritten in blue ink across the middle of the line.

Employee's Signature:

MH 34506

Date:

8/13/25