** **

**VOLUNTEER EVALUATION**

**Volunteer Name:**

**Evaluation Period:**  **Volunteer Area:**

**Rating Scale:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5=Exceeds Standard** | **4=In Between Standards 5&3** | **3=Meets Standards** | **2=In Between Standards 3&1** | **1=Does Not Meet Standard** |

|  |  |  |
| --- | --- | --- |
| **Standard 1-Quality of Work** |  | **Corrective Actions:** |
| Availability  | 1 2 3 4 5 |  |
| Accountability | 1 2 3 4 5 |  |
| Flexibility | 1 2 3 4 5 |  |
| Total | \_\_\_\_\_/15 |  |
|  |  |  |
| **Standard 2-Productivity of time** |
| Dependability | 1 2 3 4 5 |  |
| Overall participation | 1 2 3 4 5 |  |
| Follows direction/instruction | 1 2 3 4 5 |  |
| Total | \_\_\_\_\_/15 |  |
|  |  |  |
| **Standard 3-Interpersonal Relationships** |
| Ability to interact with others | 1 2 3 4 5 |  |
| Ability to follow thru | 1 2 3 4 5 |  |
| Confidentiality | 1 2 3 4 5 |  |
| Total | \_\_\_\_\_/15 |  |
|  |  |  |
| **Standard 4-Mission/Customer Service Program Effectiveness** |
|  | 1 2 3 4 5 |  |
| Total | \_\_\_\_\_/15 |  |
| Total Evaluation Points | \_\_\_\_\_/50 |  |

**\*\*\***Volunteer having under 50% of total points in a specific standard will require reeducation/training. Reeducation will be documented in volunteer folder.

Volunteer Signature required if evaluation is under 50% total points or in a specific standard.

**Volunteer Signature Date**

**Volunteer Development Coordinator Date of Evaluation Completion**