Volunteer Competency and Performance Evaluation

Reviewer completes form, consults with volunteer to ensure volunteers’ understanding & then returns form to the Volunteer Office. Call Volunteer Manager, XXX/XXX-XXXX, if you have any questions. Thank you.

Volunteer name: __________________________________________ Date: ________________________

Supervisor: ____________________________ Placement Location:  _____________________________

<table>
<thead>
<tr>
<th>Key</th>
<th>Exceeds Expectations E</th>
<th>Meets Expectations M</th>
<th>Needs Improvement N</th>
</tr>
</thead>
</table>

Please check appropriate box E M N If needs improvement, please explain

Responsibility & Motivation

- Dependable
- Punctual
- Adheres to volunteer dress code

Service Performance

- Accepts responsibility for service task
- Quality of work & productivity
- Works well as a team member
- Accepts feedback positively
- Adheres to Confidentiality Policy
- Practice effective customer relations

Competencies

- Good communication skills
- Positive interpersonal skills
- Courteous, respectful, tactful and friendly
- Physically able to perform tasks

Additional comments by reviewer or volunteer:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Reviewer Signature / Date  Volunteer Signature / Date