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>K E Y</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