



VOLUNTEER EVALUATION FORM

Date: _____ Volunteers Name: _____

Session/Event/Program Date: _____ Session/Event/Program: _____

Department:

- Emergency & Fire Services
- Event Services
- Parks Operation & Maintenance
- Public Works
- Recreation & Culture
- Other (Specify): _____

Position: _____ Location: _____

Ratings:

Rating	Performance Level	Description
1	Excellent	Volunteer consistently meets all placement requirements
2	Satisfactory	Volunteer meets basic placement requirements. Requires further development in specific areas
3	Needs Improvement	Volunteer lacks necessary skills for this placement

Category	Rating	Comments
Leadership Skills	1 2 3	
Organizational Skills	1 2 3	
Public Relations	1 2 3	
Attitude	1 2 3	
Commitment	1 2 3	
Teaching Skills	1 2 3	
Safety Practices	1 2 3	
Relationship with Other Staff	1 2 3	
Punctuality	1 2 3	
Attendance	1 2 3	
Capacity to Develop	1 2 3	
Evaluation Summary	1 2 3	

Please turn over ➤

Supervisor's Comments/Suggestions:

Recommend to Retain Volunteer: Yes No

Comments:

Alternate Placement Requested: Yes No

Comments:

If YES, preferred placement opportunity: _____

Volunteer's Comments/Suggestions on the Placement Opportunity:

Comments:

Signature of Volunteer: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Please attach and submit this form, along with your completed Community Services hours form and your school form to:

Volunteer Development
c/o- Richvale Community Centre
160 Avenue Road
Richmond Hill ON L4C 5L8

OR

Fax
905 737 0430

Questions or Comments,
Please email:
volunteers@richmondhill.ca