LAKE COUNTY
FLORIDA

VOLUNTEER EVALUATION

NAME OF VOLUNTEER _____

POSITION _____

DEPARTMENT _____

PERIOD COVERED _____

Check one column for each attribute

RATINGS	OUTSTANDING	EXCEPTIONAL	BETTER THAN SATISFACTORY	SATISFACTORY	NEEDS ATTENTION	UNSATISFACTORY
Job Knowledge						
Quality of work						
Initiative						
Quantity of work						
Work Habits						
Relationship with others						
Attendance						
Appearance						
Safety						
Overall Performance Review						

_____ Evaluation Date

_____ Rater's signature

_____ Rater's Title

_____ Volunteer's signature

_____ Date signed

Job Knowledge: Knowledge of work duties, responsibilities and relationship of job with other positions.
Quality of Work: Accuracy, presentable, neatness and thoroughness.
Initiative: Self-reliance, creativity, judgment and responsibility. Pursues new or broader knowledge of job.
Quantity of Work: Amount of work performed; work completed on schedule. Carries share of work load, follows-through.
Work Habits: Dependability, compliance with instructions, rules and regulations. Requires only normal supervision.
Relationship with others: Traits of tact, courtesy, self-control, patience, loyalty & discretion when dealing with others.
Attendance: Punctual; timely & appropriate notification in case of absence.
Appearance: Self-confidence, care of appearance. Dresses appropriately for position.
Safety: Observes work safety practices and assigned equipment is well maintained.

RETURN ORIGINAL COMPLETED FORM TO VOLUNTEERLAKE & GIVE VOLUNTEER A PHOTOCOPY

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