

VOLUNTEER PERFORMANCE EVALUATION

Name: _____

Supervisor: _____ Date: _____

Volunteer Vision Statement: We celebrate the unique contributions of our volunteers who join us as steadfast ambassadors of XYZ Organization and leaders in providing [services].

The purpose of this evaluation is to help our volunteers work to their greatest potential and to help XYZ better involve volunteers in participating in their success at XYZ.

Please assess the above named volunteer by considering the following competencies and key behaviors. [This statement can be directed toward either staff or a volunteer who does a self-assessment.]

Please rate each item as Excellent, Good, Fair, or Poor, and feel free to include your comments in the appropriate section.

	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
1. Adheres to XYZ's policies					
2. Adheres to XYZ's policies					
3. Desires to grow and learn					
4. Displays integrity					
5. Displays appropriate enthusiasm and/or attitude					
6. Follows instructions					
7. Gives and takes feedback well					
8. Handles difficult situations effectively and appropriately					
9. Handles difficult people [visitors, volunteers, staff] effectively and appropriately					
10. Leads when appropriate					
11. Conducts him/herself in professional manner at all time					
12. Manages time efficiently					
13. Quality of work performed					
14. Punctuality/Attendance					
15. Respectfulness					
16. Respects confidentiality					
17. Responsiveness					
18. Self-motivated					
19. Shares XYZ's mission					
20. Concern for participants [clients, visitors, customers, etc.]					
21. Willing to help where needed					

Thank you for completing this evaluation. Please return it to XXXXX by XXXX date. The results will be shared with the volunteer and staff partners.