Shelter, Inc.

VOLUNTEER PERFORMANCE EVALUATION

Name: _____ Date:_____

Evaluation Period: ☐ initial evaluation ☐ annual evaluation ☐ other_____

Facility/Job Assignment Description: _____

Direct Supervisor: _____

Rating scale: 1 - Needs Improvement 2 - Fair 3 - Good 4 - Very Good
5 – Superior N/A - Not Applicable

I. PROFESSIONALISM

_____ Demonstrates an understanding of the Shelter, Inc. mission and philosophy.

_____ Complies with confidentiality policies and practices.

_____ Exhibits customer service skills that reflect the agency's commitment to quality care.

_____ Exhibits poise in handling difficult situations.

_____ Exhibits a caring concerned demeanor when working with victims/survivors and/or their dependent children.

Comments: _____

_____

II. RESPONSIBILITY

_____ Reliable regarding schedule and time commitment.

_____ Completes assignments in a timely manner.

_____ Pays attention to detail when performing tasks requiring attention to detail.

_____ Exhibits flexibility (willingly accepts tasks/activity changes).

Comments: _____

_____

III. EFFECTIVENESS

_____ Exhibits enthusiasm in conjunction with opportunities to learn new information or procedures that will make work more effective.

_____ Consistently completes and follows through on assignments.

_____ Seeks additional information to complete tasks.

_____ Possesses a broad range of knowledge regarding the agency and community resources.

_____ Sort, categorize, and store/display material donations.

_____ Assists with the implementation of adult and/or children's group activities.

_____ Performs receptionist duties in a professional polite manner.

_____ Advocates for the agency throughout the community.

Comments:_____

_____

IV. PERSONAL CONTRIBUTIONS

_____ Staff, program participants and/or customers indicate they have benefited from the volunteer's contributions/service.

_____ Possesses a wide range of skills and experience.

_____ Supports the agency's fund development activities through material/monetary donations and/or participation.

_____ Recruits new volunteers and/or donations.

Comments:_____

_____

ADDITIONAL COMMENTS:_____

_____

My supervisor has reviewed this performance evaluation with me and I have been provided a copy.

_____ _____

Volunteer Signature **Date**

_____ _____

Supervisor Signature **Date**