

Evaluation Template - Completed by Supervisor

Volunteer Evaluation		
Volunteer Name:		Date:
Area	Comments and/or Suggestions for Improvement	Rating
Does the volunteer... <ul style="list-style-type: none"> • fulfil the requirements of the role • meet deadlines on a regular basis • have an adequate/reasonable workload • have the appropriate resources to fulfil their role 		
Does the volunteer... <ul style="list-style-type: none"> • arrive for their shift on time • fill out their volunteer log • check in with you or staff when they arrive 		
Does the volunteer... <ul style="list-style-type: none"> • communicate issues with you • ask you for strategies and advice to help them succeed • show improvement each shift/evaluation • seek and take your advice 		
Does the volunteer... <ul style="list-style-type: none"> • relate well with stakeholders • relate well with staff • build and maintain effective working relationships 		

Rating Scale:

1 (Below Target) - 2 (Approaching Target) - 3 (On Target) - 4 (Above Target) - 5 (Beyond Target)

I acknowledge that my supervisor has gone over this evaluation with me in full, and I understand the areas in which I need to improve.

Volunteer Signature		Supervisor Signature	
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