

Volunteer Evaluation Template.

For more information on providing volunteers with feedback, see the Grassroots Growth handbook on Building Your Volunteer Program.

WHAT IT IS

Evaluation isn't just directed at you and your team — you also may wish to provide your volunteers with feedback on their performance. This can be an opportunity for both you and your volunteer to assess how they're doing, if they're enjoying the role, and determine ways to make the experience better for both of you.

HOW TO USE THIS TEMPLATE

Schedule a meeting with your volunteer for a performance evaluation, and distribute a copy of this form to the volunteer in advance of the meeting. You should fill out Part One of the form independently, and your volunteer should fill out Part Two on their own, before your scheduled meeting. At the meeting, go through your responses, and fill out Part Three of the form together.

Name:
Position:
Start Date:
Check-In Date:
Contact Person:

Part One — To Be Filled Out By Volunteer Supervisor or Contact Person

KNOWLEDGE OF THE POSITION

Volunteer has an overall knowledge of the position/tasks and relationship to the organization. Volunteer meets or exceeds requirements, or needs improvement.

QUALITY OF WORK

Volunteer is accurate, thorough, follows procedures, fulfills tasks.

DEPENDABILITY

Volunteer is timely, attends shifts, punctual, meets goals, is reliable.

INTERPERSONAL RELATIONS

Volunteer has a good rapport with other volunteers; volunteer has a cooperative nature.

PERSONAL QUALITIES

Volunteer takes initiative, is creative, goes beyond the call of duty, and is willing to help in areas beyond their individual role.

ISSUES, CONCERNS, SUGGESTIONS, OR RECOMMENDATIONS**Part Two — To Be Filled Out By Volunteer**

Are your needs being met? Do you require more training or information about the organization in order to fulfill your responsibilities? Do you need clarification on any policies or procedures? Would you like more responsibilities, hours, or tasks?

Are your expectations being met? Is the role as described to you? Are you interested in continuing?

What is your overall satisfaction with the organization in general, and your role in particular?

Do you have any other issues, concerns, or suggestions?

Part Three — To Be Filled Out By Volunteer Supervisor or Contact Person and Volunteer

CONCERN RAISED:

Action Plan to Address Concern:

CONCERN RAISED:

Action Plan to Address Concern:

CONCERN RAISED:

Action Plan to Address Concern:

Contact Person Signature:

Volunteer Signature:

Date: