**Volunteer Performance Evaluation Tool Template**

**Volunteer Name:**

**Volunteer Position:**

**Start Date:**

**Supervisor Name:**

**Using the following competency scale, please rate the volunteer’s performance.**

 Needs Improvement

 Meets Expectations

 Exceeds Expectations

|  |  |  |
| --- | --- | --- |
|  | Volunteer Self-Assessment | Supervisor Assessment |
| Accomplishes tasks outlined in job description |  |  |
| Manages time efficiently  |  |  |
| Willingness to accept assignments |  |  |
| Accountable for results |  |  |
| Collaborates & values teamwork  |  |  |
| Punctual |  |  |
| Seeks feedback  |  |  |

Volunteer goal(s):

Strategy for reaching goal(s):

Changes/adjustments:

Supervisor supports needed:

Overall comments and recommendations:

Feedback from volunteer: