

## Evaluation Form for Community Service Placements

Volunteer name:

General Description of Duties:

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Volunteer Coordinator Name/Name of individual completing form:

Review Period:

Ratings: (1=Poor, 2=Fair, 3=satisfactory, 4=Good, 5=Excellent) Circle one.

1. Quality of Work – completed assigned tasks in an acceptable manner with minimal errors:

1      2      3      4      5

Comments:

2. Attendance and Punctuality – arrived at the scheduled time and completed the full shift; worked the agreed upon number of weekly hours, did not “call off” excessively or fail to show up:

1      2      3      4      5

Comments:

3. Productivity – completed a satisfactory amount or volume of work or tasks in the time allotted without taking excessive or unauthorized breaks:

1      2      3      4      5

Comments:

4. Communication and Interpersonal Skills – able to communicate and interact appropriately with other individuals on the job site; used appropriate communication and verbal skills; accepted feedback

1      2      3      4      5

Comments:

5. Independence – could be relied upon to follow directions and complete tasks independently once instructed or trained with no more oversight than is generally necessary.

1      2      3      4      5

Comments:

6. Appearance – maintained appropriate attire for the job conditions and acceptable grooming/hygiene.

1      2      3      4      5

Comments:

Other comments -

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