

VOLUNTEER PERFORMANCE EVALUATION

NAME OF VOLUNTEER: _____

Coordinator: _____ DATE: _____

For the volunteer named above, please assess the following questionnaires as Excellent, Good, Fair, or Poor and provide an explanation in the Comments section as needed.

Criteria	Excellent	Good	Fair	Poor	Comments
1. Adheres to all policies and procedures					
2. Willingness to learn					
3. Displays appropriate enthusiasm/attitude					
4. Willingness to accept assignments					
5. Gives and receives feedback well					
6. Handles difficult situations effectively					
7. Handles difficult people appropriately					
10. Conducts themselves professionally					
11. Manages time efficiently					
12. Contributes high quality work					
13. Submit monthly report/log on time					
14. Collaboration & team work					
15. Respects confidentiality					
18. Shows concern for residents					
19. Is willing to help wherever needed					
20. Demonstrates commitment to program					

Other Comments: _____