



## GOOD SHEPHERD VOLUNTEERS (GSV)

### MID-YEAR EVALUATION

**Volunteer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency/Program:** \_\_\_\_\_ **Review Period: From:** \_\_\_\_\_ **To** \_\_\_\_\_

**Note to Supervisor:**

*Your role as supervisor is integral to the overall service placement experience for our volunteers. Because of your commitment to GSV and your role in mentoring and forming our volunteers for self-growth, we've added reflection questions to this evaluation experience. We've included some questions below as examples. Please utilize them, or feel free to create your own, in a conversation with your volunteer before the site-visit by GSV staff to help prepare for this time of reflection on the service experience to date.*

*Our intention is to help make this evaluative period one of dialogue. We hope that this will open the doors to new opportunities and goals for the rest of the service year.*

**Part I: Reflection (for the supervisor and volunteer together)**

Please reflect on your experience to date and share one story that has helped define your service experience in your first 5 months. This can be a story about your work site, a client or student you work with, the mission of your agency/program, etc. Please be as specific as you can. How is this story powerful for you? How has it challenged you? What did you learn about yourself or someone else in this experience that you think is important?

What has been your biggest challenge in your experience to date? What ideas do you have to help strengthen your skills or grow in your work before the end of the service experience?

**Part II: Assessment (for the supervisor)**

**A. Quality of Work:** Describe and comment on any other performance areas not mentioned, if applicable, focusing on those most important to the volunteer's functions and incorporate use of the following rating code:

**1. Exceeds Position Requirements 2. Fully Meets Position Requirements 3. Partially Meets Position Requirements 4. Does Not Meet Position Requirements N/A. Category does not apply at this time.**

	RATING
<b>DEPENDABILITY:</b> Fulfills job responsibility as outlined in the job description. Keeps supervisor properly informed of activities and/or problems; is fully accountable for use of time. Observes agency's policies and procedures.	
<b>JUDGEMENT:</b> Makes decisions consistent with established practice; makes logical and timely decisions; establishes suitable priorities; works efficiently and effectively with available resources; responds appropriately to work-related crisis situations; performs responsibilities with appropriate reliance on supervision.	
<b>ORGANIZATIONAL SKILLS:</b> Completes assignments within allotted time; meets deadlines; works in an organized and efficient manner.	
<b>PLANNING:</b> Establishes priorities; formulates and organizes plans for achieving goals; follows up on approved plans; demonstrates initiative and flexibility.	

<b>COMPLETING TASKS:</b> Takes initiative in completing tasks; works with others when necessary to accomplish goals; able to work on several things at once.	
<b>PROBLEM-SOLVING AND DECISION-MAKING:</b> Anticipates problems and plans accordingly; remains effective during crisis; knows when to take problems to higher levels; gathers information needed to solve problems; takes responsibility for actions.	
<b>JOB KNOWLEDGE:</b> Has up-to-date knowledge of own field; understands changing job-related issues; displays general understanding of other departments with which interaction occurs. Seeks and is open to new learning and growth in field.	
<b>ATTENDANCE AND PUNCTUALITY:</b> Consistently on time for work and meetings.	
<b>SUPERVISION:</b> Able to participate in supervision and open to constructive criticism. Takes responsibility for own learning and use of supervision. Prepares and prioritizes items to bring to supervision.	
<b>TEAM WORK:</b> Willingness to cooperate with others when necessary to coordinate. Able to maintain positive interactions in joint or team undertakings or tasks.	
<b>COMMUNICATION:</b> Able to express needs appropriately, to listen effectively, and to share objective data appropriately and efficiently. Reports and records data efficiently and effectively.	

	<b>RATING</b>
<b>CULTURAL AWARENESS:</b> Demonstrates awareness of and sensitivity to cultural and socioeconomic differences between and among participants and themselves through their work. Maintains respectful and appropriate interpersonal behavior at work.	

**B. Performance Review** -Please write some comments about the volunteer's growth at this point. Name some of the strengths and areas of skill improvement for the volunteer.

**Part III: Action Steps: (for the supervisor and volunteer together)**

Please work together to determine some goals and plans for accomplishing them between now and the end of the service agreement.

**Part IV: Volunteer's Comments**

Please take some time to reflect on your experience to date and offer comments or suggestions as the result of this reflection/evaluation.

**Part V: Signatures**

	Signature	Title	Date
Written by:			
Reviewed by:			
Reviewed by Volunteer:			