



## Volunteers in Policing Program SUPERVISOR'S EVALUATION OF VOLUNTEER

Name of Volunteer:			
Assignment:			
Evaluation Time Frame:	From:	To:	

**RATINGS:**    1=Exceeds Requirements    2=Meets Requirements    3=Needs Improvement    4=Not Applicable

Factors Considered					Comments	
	1	2	3	4	<b>Professional Qualities</b>	
					Looks for ways to improve, has initiative.	
					Deals with routine tasks efficiently.	
					Meets commitments reliably.	
					Adheres to confidentiality policy.	
					Dress/grooming appropriate for assignment; wears ID badge.	
					<b>Dependability</b>	
					Attends regularly.	
					Arrives on time.	
					Arranges lateness and time off in advance.	
					<b>People Concerns</b>	
					Is friendly, courteous and sincere.	
					Understands and follows instructions.	
					Accepts feedback and suggestions; responds appropriately.	
					Cooperates with co-workers. Contributes to team effort.	
					Demonstrates ability to communicate w/a wide variety of people.	
					<b>Responsibility &amp; Motivation</b>	
					Demonstrates progress in developing volunteer specific skills.	
					Is able to work independently after being trained.	
					Consistent follow through on tasks.	
					Understands work flow related to the volunteer assignment.	
					Is accurate, thorough, and produces acceptable work.	
					Readily identifies problems or errors related to assignment	

**Additional comments (feel free to continue comments on back of form):**


Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Route completed form to Carrie Chouinard/Volunteer Coordinator/EPD - Room 106