NRHEG VOLUNTEER PERFORMANCE EVALUATION

**Volunteer Vision Statement:** We celebrate the unique contributions of our volunteers who join us as a steadfast ambassadors of the NRHEG Public School District and leaders in providing lifelong learning opportunities to people of all ages.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this evaluation is to help out volunteers work to their greatest potential and to help NREHG better involve volunteers in participating in their success at NRHEG 2168.

Please assess the above named volunteer by considering the following competencies and key behaviors.

Please rate each item as Excellent, Good, Fair, or Poor, and feel free to include your comments in the appropriate section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Comments |
| 1. Adheres to NREHG’s Policies |  |  |  |  |  |
| 2. Desires to grow and learn |  |  |  |  |  |
| 3. Displays integrity |  |  |  |  |  |
| 4. Displays appropriate enthusiasm and/or attitude |  |  |  |  |  |
| 5. Follows instructions |  |  |  |  |  |
| 6. Gives and takes feedback well |  |  |  |  |  |
| 7. Handles difficult situations  effectively and appropriately |  |  |  |  |  |
| 8. Handles difficult people (visitors,  volunteers, staff) effectively and appropriately |  |  |  |  |  |
| 9. Leads when appropriate |  |  |  |  |  |
| 10. Conducts him/herself in professional manner at all time |  |  |  |  |  |
| 11. Manages time efficiently |  |  |  |  |  |
| 12. Quality of work performed |  |  |  |  |  |
| 13. Punctuality / Attendance |  |  |  |  |  |
| 14. Respectfulness |  |  |  |  |  |
| 15. Respects confidentiality |  |  |  |  |  |
| 16. Responsiveness |  |  |  |  |  |
| 17. Self-motivated |  |  |  |  |  |
| 18. Shares NRHEG’s mission |  |  |  |  |  |
| 19. Concern for participants (clients, visitors, customers, etc.) |  |  |  |  |  |
| 20. Willing to help where needed |  |  |  |  |  |

Thank you for completing this evaluation! Please return it to the volunteer coordinator within one week of volunteer’s duties ending.