Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term: 🞎 MID-YEAR (MID-SERVICE) 🞎 END OF SERVICE

**Mark only one box for each item.**   
5 *–* Excellent [performance is consistently and significantly beyond standards]

4 – Good [performance exceeds expectations, above-average]

3 – Average [performance is adequate and meets the bare minimum]

2 – Needs improvement [performance is less than expected]

1 – Unsatisfactory [performance is weak and below expectations]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Supervisor** | | | | | |
| **5** | **4** | **3** | **2** | **1** |  |
|  |  |  |  |  | Fulfills position description, understands and accepts service responsibilities |
|  |  |  |  |  | Is able to express and resolve conflict effectively |
|  |  |  |  |  | Adheres to established schedule and follows time-off policy |
|  |  |  |  |  | Exhibits initiative |
|  |  |  |  |  | Follows instructions |
|  |  |  |  |  | Plans service and sets priorities |
|  |  |  |  |  | Uses time productively and meets deadlines |
|  |  |  |  |  | Completes paperwork thoroughly and accurately |
|  |  |  |  |  | Able to serve independently with minimal supervision |
|  |  |  |  |  | Serves well in a team environment |
|  |  |  |  |  | Keeps site supervisor informed of activities |
|  |  |  |  |  | Offers ideas and suggestions |
|  |  |  |  |  | Asks for assistance when needed |
|  |  |  |  |  | Communication with other staff is timely, appropriate, respectful |
|  |  |  |  |  | Communication with clients and/or volunteers is timely, appropriate, respectful |
|  |  |  |  |  | Exhibits "client centered" behavior |
|  |  |  |  |  | Maintains confidentiality |
|  |  |  |  |  | Displays professionalism |
|  |  |  |  |  | Has a cooperative and positive manner |
|  |  |  |  |  | Accepts and implements constructive feedback effectively |
|  |  |  |  |  | Strives for self-improvement and seeks to gain new knowledge |
|  |  |  |  |  | Has completed or is expected to complete all service requirements |
|  |  |  |  |  | Has completed or is expected to complete required number of service hours |

**Site Supervisor Comments -**

What do you view as the member's strengths?

What do you view as possible areas of growth for the member? If so, what steps are the site supervisor and member taking to foster growth in these areas?

**Member Comments –**

Regarding this evaluation:

Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Homes for All Program Director** | | | | | |
| **5** | **4** | **3** | **2** | **1** |  |
|  |  |  |  |  | Meets program deadlines [time sheets, reporting, reflections] |
|  |  |  |  |  | Demonstrates a service ethic indicative of AmeriCorps |
|  |  |  |  |  | Understands that AmeriCorps service extends into the community |
|  |  |  |  |  | Displays professionalism and represents AmeriCorps well |
|  |  |  |  |  | Actively participates in program trainings, service projects, days of service |
|  |  |  |  |  | Follows Homes for All Member Service Agreement + Code of Conduct |
|  |  |  |  |  | Communication with program staff is timely, appropriate, responsive |
|  |  |  |  |  | Demonstrates concern for site, Homes for All, and AmeriCorps |
|  |  |  |  |  | Has completed or is expected to complete all service requirements |
|  |  |  |  |  | Has completed or is expected to complete required number of service hours |

**Homes for All Program Director Comments –**

What do you view as the member’s strengths and areas for growth?

Homes for All Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_