

Annual Volunteer Performance Evaluation Form

This evaluation form is designed to assess volunteer performance, acknowledge contributions, and identify areas for growth and development. Please complete all sections below.

1. General Information

Volunteer Name:	<input type="text"/>	Date of Evaluation:	<input type="text" value="MM/DD/YYYY"/>
Volunteer Role/Title:	<input type="text"/>	Evaluation Period:	<input type="text" value="e.g., 2023-2024"/>
Supervisor/Evaluator:	<input type="text"/>	Department/Program:	<input type="text"/>

2. Performance Ratings

Please rate the volunteer's performance in each category using the following scale: 1 (Unsatisfactory), 2 (Needs Improvement), 3 (Meets Expectations), 4 (Exceeds Expectations), 5 (Outstanding).

Performance Category	Rating (1-5)	Comments / Examples
Reliability & Punctuality Arrives on time, follows schedules, and fulfills commitments.	<input type="text"/>	<input type="text"/>
Quality of Work Completes volunteer tasks accurately, neatly, and thoroughly.	<input type="text"/>	<input type="text"/>
Communication & Teamwork Collaborates well with staff, other volunteers, and the public.	<input type="text"/>	<input type="text"/>
Initiative & Attitude Demonstrates enthusiasm, takes appropriate initiative, and solves problems.	<input type="text"/>	<input type="text"/>
Adherence to Policies Follows organizational guidelines, safety standards, and procedures.	<input type="text"/>	<input type="text"/>

3. Narrative Summary

Key Accomplishments (What did the volunteer excel at this year?):

Areas for Continued Growth or Professional Development:

Future Goals (What would the volunteer like to focus on or accomplish next year?):

4. Signatures and Acknowledgment

Your signatures below indicate that this evaluation has been discussed.

Volunteer Signature:	<input type="text" value="Sign here"/>	Date:	<input type="text" value="MM/DD/YYYY"/>
Supervisor Signature:	<input type="text" value="Sign here"/>	Date:	<input type="text" value="MM/DD/YYYY"/>