

Ongoing Volunteer Progress Review Template

This review form is designed to track, evaluate, and support the ongoing contributions of volunteers. Please complete all sections before the progress review meeting.

1. General Information

Volunteer Name:

Reviewer/Supervisor Name:

Review Date:

Review Period:

Volunteer Role / Position:

2. Performance & Contribution Review

For each area, provide a brief assessment or rating (e.g., Excellent, Satisfactory, Needs Improvement) and comments.

Evaluation Area	Assessment / Rating	Comments / Observations
Reliability & Attendance	<input type="text" value="Rating"/>	<input type="text" value="Notes"/>
Quality of Work & Engagement	<input type="text" value="Rating"/>	<input type="text" value="Notes"/>
Communication & Teamwork	<input type="text" value="Rating"/>	<input type="text" value="Notes"/>
Adaptability & Problem Solving	<input type="text" value="Rating"/>	<input type="text" value="Notes"/>

3. Achievements & Areas for Growth

Key Accomplishments & Successes since last review:

Areas Identified for Improvement or Additional Support:

Support, Training, or Resources requested by the Volunteer:

4. Goals for the Next Period

Identify 2-3 specific goals or focus areas for the volunteer before the next progress review.

Goal 1:

Goal 2:

Goal 3:

5. Signatures

Signatures below indicate that the progress review has been completed and discussed.

Volunteer Signature: Date:

Reviewer Signature: Date: