

A

Volunteer Evaluation Form

Part A: Completed by CASA Coordinator

Name: _____ Position: _____

Period of Evaluation: _____

Total # of cases handled or hours contributed: _____

Supervisor: _____

Rating scale: 1 = needs improvement
2 = fair
3 = good
4 = very good
5 = superior
N/A = not applicable

I. PROFESSIONALISM

- _____ Understands purposes and goals of CASA
- _____ Understands and complies with confidentiality in client relationships
- _____ Relates well with public
- _____ Exhibits poise in handling difficult situations
- _____ Exhibits sincere interest and enthusiasm towards clients and work

Comments: _____

II. RESPONSIBILITY

- _____ Reliable about schedule and time commitment
- _____ Completes assignments in a timely fashion
- _____ Pays attention to detail when necessary
- _____ Willing to take on assignments

Comments: _____

III. EFFECTIVENESS

- _____ Welcomes opportunities to learn information or procedures that will make work more effective
- _____ Follows through on assignments
- _____ Willing to ask questions when in doubt
- _____ Uncovers and communicates all pertinent facts

Comments: _____

Benefits to staff from working with this volunteer are: _____

Benefits to program from this volunteer's skill, experience and knowledge are:

Additional Comments: _____

Signature of Supervisor: _____
Date: _____

Signature of Volunteer: _____
Date Reviewed: _____

A

Volunteer Evaluation Form

Part B: Completed by Volunteer

Name: _____ Position: _____

Period of Evaluation: _____

Supervisor: _____

Rating scale: 1- needs improvement
2- fair
3- good
4- very good
5- superior
N/A not applicable

I. ORIENTATION AND TRAINING

_____ The goals and purposes of CASA were clearly explained.

_____ The job description for your position was reviewed and procedures to be followed were explained.

_____ Training was effective and provided the tools needed to perform the assigned tasks.

Comments: _____

II. SUPERVISION

_____ Supervisor was available to you when you had questions or needed information.

_____ Supervisor's attitude was one of professional regard.

_____ Lines of supervision were clear.

Comments: _____

Please respond to the following questions:

1. What other training opportunities would you like to see offered?

2. What additional “tools” would make your work more effective?

3. What are some suggestions or goals you would offer for the CASA Program?

4. How could CASA improve its volunteer-staff structure and/or relationships?

Additional Comments: _____

Signature of Volunteer: _____

Date: _____

Signature of Supervisor: _____

Date: _____