

<<Program Name/Program Year>>
Member Performance Mid-Term Evaluation

Name _____

Date _____

	Exceeds expectations	Meets expectations	Working towards meeting expectations	Needs attention
1. Initiative				
Accepts responsibility to support project and committee activities				
2. Reliability				
Completes tasks and paperwork accurately, completely, and with quality				
Attends weekly meetings, is on time, and actively participates				
Presents professional image in attire, demeanor, and attitude				
3. Judgment				
Practices good volunteer management procedures				
Sets priorities, anticipates needs, and avoids schedule conflicts				
Manages time effectively				
4. Acceptance of Responsibility				
Represents the project in a professional manner				
Communicates effectively with volunteers and staff				
5. Relationship with Co-Workers				
Creates positive relationship with site staff				
Demonstrates strong teamwork skills				
Works cooperatively with committee members				
6. Relationship with Community				
Creates positive relationship with community partners				
Delivers friendly, courteous, and ongoing service to community volunteers				
7. Support for Project Values				
Supports and communicates program goals and priorities				
Develops programs with a focus on their sustainability				
Creative and/or resourceful in problem-solving				
8. OVERALL PERFORMANCE				

9. Goals for remainder of term:

10. Member comments about his/her evaluation:

Co-Director signature _____

Date _____

Member signature _____

Date _____