

**<<Program name/program year>>  
Site Supervisor Assessment**

***Self-Assessment***

1. Describe how you communicate and interact with the Project Director. Who do you contact if you have questions?
  
  
  
  
  
  
  
  
  
  
2. What do you consider your responsibilities within this project? How would you assess your actual performance in fulfilling these responsibilities?
  
  
  
  
  
  
  
  
  
  
3. What percent of your time is spent working directly with the AmeriCorps\*VISTA members? How do you interact with the VISTA? How could interaction with your VISTA be improved?
  
  
  
  
  
  
  
  
  
  
4. Please review your on-site orientation and training for AmeriCorps\*VISTA members. How was/is this being implemented? In retrospect, how would you change this plan (or how have you changed this plan)?
  
  
  
  
  
  
  
  
  
  
5. Are you aware of when the AmeriCorps\*VISTA resource will end?
  
  
  
  
  
  
  
  
  
  
6. How are you involved in the completion of Project Progress Reports?
  
  
  
  
  
  
  
  
  
  
7. Do you have any training and technical assistance needs? What resource needs not currently being met do you think would make the project more successful at your site?

8. What do you think is needed from the Project Director and VISTA Leader to help make your project more successful? Do you have any suggestions for improving sustainability?
  
9. How has working with a VISTA differed from your expectations of the VISTA Project?

***Member Assessment***

10. How would you assess your VISTA’s performance in the following categories (on a scale of 1 to 5, with 1 meaning “needs improvement” and 5 meaning “excellent.” Please also provide comments if applicable.

<b><u>Category</u></b>	(circle one)				
Maintaining professionalism	1	2	3	4	5
Oral and written communication	1	2	3	4	5
Self-direction and initiative	1	2	3	4	5
Fairness and objectivity	1	2	3	4	5
Collaboration	1	2	3	4	5
Responsive to requests	1	2	3	4	5
Volunteer recruitment and fundraising	1	2	3	4	5
Focus on VISTA-appropriate work	1	2	3	4	5
Following the work plan and schedules	1	2	3	4	5
Creating sustainable partnerships	1	2	3	4	5
Creativity and resourcefulness	1	2	3	4	5
Overall performance	1	2	3	4	5