**Employee Name:** Enter Employee’s Full Name

**Job Title:** Enter Employee’s Job Title

**Date of Performance Review:** Enter Date of Performance Review Completion

**Definitions**

**Outstanding:** Performance is distinguished and far exceeds requirements of the job.

**Exceeds Expectations:** Performance is exceptional and usually exceeds job requirements.

**Meets Expectations:** Meets all job requirements.

**Needs Improvement:** Performance is below the standards and requirements of the job.

**Not Effective:** Performance is well below requirements of the job and is unacceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Not Effective** |
| Communicates with all departments of the organization to identify available opportunities and needs for volunteers |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Recruits volunteer staff to fit these roles using a variety of resources and techniques |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Places volunteers in different roles based on their qualifications |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Gathers information about each volunteer’s skills, availability, and goals; matches volunteers with opportunities that optimize their contributions as well as development of the volunteers |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Utilizes relationships and connections with community partners to identify future placement opportunities for volunteers in line with their goals |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Ensures volunteers understand their responsibilities and receive the proper training |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Regularly communicates with volunteers to ensure placement is a good fit for individual’s skills and goals |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Performs periodic evaluations of volunteers; manages performance of volunteer staff and provide constructive feedback |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Mentors high potential volunteers and work with them to identify potential career paths |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Maintains files, records, applications, and other data concerning volunteer program |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Coordinates volunteer recognition and appreciation events and activities |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Keeps pulse of community and clients and cultivates strong relationships within community |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Organizes training and lead on-the-job training |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Identifies professional development opportunities for volunteer staff |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Ensures volunteers are satisfied by creating a health working environment |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Evaluates all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Provides ongoing support and guidance for volunteers |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Acts as a single point of contact for communications with volunteers |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Confers with volunteers to resolve grievances and promote cooperation and interest |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Provides quality volunteer experience that will enhance reputation of POC in community |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |