



Template

Performance Review

Use the following template as a guide for conducting annual performance reviews for volunteers.

Name		Organisation	
Position:		Time in present position:	Length of service:
Year or period covered:			
Review date & time:		Review Venue:	Reviewer:
Discussion starters			
Tell me about your volunteering during the past year (or period of time)?			
What are some of your best achievements?			
Tell me about the things you like and dislike about volunteering in this organisation?			
What elements of your role interest you the most? The least?			
What parts of your role do you find particularly easy or difficult?			
What sorts of training or support would benefit you next year?			
Are there any other types of volunteering activities that may interest you?			

How would you rate yourself in the following areas?	Needs Improvement	Average	Good - Very Good	Excellent - Outstanding
Communication with colleagues				
Efficiency				
Effectiveness				
Interpersonal relations				
Attendance				
Policy compliance				



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Goal 1		
Action What are the first steps or action towards achieving this goal?		
Support What training/information or other support may help?		
Outcome How will we know if the goal is achieved? What will happen or change?		
Timeframe When will the goal be achieved?		Target date: / /
Employee agreed (initial)	Supervisor agreed (initial)	
Progress Supervisor to complete at next review or earlier if required	<input type="checkbox"/> Accomplished <input type="checkbox"/> Good progress <input type="checkbox"/> Some progress	<input type="checkbox"/> No progress <input type="checkbox"/> No longer relevant <input type="checkbox"/> Abandoned
Comment Supervisor to comment on the progress made above.		

Goal 2		
Action What are the first steps or action towards achieving this goal?		
Support What training/information or other support may help?		
Outcome How will we know if the goal is achieved? What will happen or change?		
Timeframe When will the goal be achieved?		Target date: / /
Employee agreed (initial)	Supervisor agreed (initial)	
Progress Supervisor to complete at next review or earlier if required	<input type="checkbox"/> Accomplished <input type="checkbox"/> Good progress <input type="checkbox"/> Some progress	<input type="checkbox"/> No progress <input type="checkbox"/> No longer relevant <input type="checkbox"/> Abandoned
Comment Supervisor to comment on the progress made above.		

Adapted from ANPAS <http://www.performance-appraisal.com/freetrial/ANPASPremiumdemo.doc>
 Alan Chapman <http://www.businessballs.com/freematerialsinword/appraisalformtemplate.doc>



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