Volunteer Services Department **Evaluation Form**

Volunteer's Name: _____

Assignment: _____ Observation Period: _____

Areas of Accountability	Needs Improvement	Satisfactory	Good	Very Good	Outstanding
Punctuality & Consistent Attendance Maintains regular attendance. Is dependable and gets to work on time. Notifies supervisor if late or absent.					
Grooming & Appearance Grooming and dress appropriate to standards of workplace and type of work performed.					
General Work Performance Takes job responsibilities seriously. Accepts supervision and constructive criticism. Completes assignment to supervisor's satisfaction					
Attitude & Behavior Show interest and initiative in job. Demonstrates appropriate behavior. Maintains a professional attitude in the workplace.					
Leadership Skills Organizes and prioritizes assignments. Attempts to solve work-related problems. Able to manage time and resources with appropriate supervision.					
Interpersonal Relations Speaks clearly and uses appropriate language (no slang) when communicating with others. Gets along with co-worker(s) and has a positive/productive relationship with supervisor.					

Please list assigned duties: _____

_____

Days and Hours of Volunteer: _____

Comments: _____

Supervisor: _____ Date: _____

Manager of Volunteer Services: _____ Total Number of Hours: _____

Mercy Philadelphia Hospital
A member of Mercy Health System