

## Volunteer Performance Evaluation

**Name of Church:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Volunteer:** \_\_\_\_\_ **Area of Volunteer:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Name of Parish Priest:** \_\_\_\_\_

**Volunteer Vision Statement:** We celebrate the unique contributions of our volunteers who join us as steadfast ambassadors of our Church.

The purpose of this evaluation is to help our volunteers work to their greatest potential and to help the Church better involve volunteers in participating in their successes.

Please assess the above named volunteer by considering the following competencies and key behaviours.

Please rate each item as Excellent, Good, Fair or Poor and feel free to include your comments in the appropriate section.

	Excellent	Good	Fair	Poor	Comments
Adheres to the Church's Safe Environment policies					
Displays appropriate enthusiasm and/or attitude					
Follows instructions					
Gives and takes feedback well					
Handles difficult situations effectively and appropriately					
Handles difficult people effectively and appropriately					
Leads when appropriate					
Conducts him/herself in a professional manner at all times					
Manages time efficiently					
Quality of work performed					
Punctuality/Attendance					
Respectfulness					
Respects confidentiality					
Concern for the people they volunteer with					
Up-to-date Criminal Record Check on file (within 5 years)					
Up-to-date Child Abuse Registry Check on file (within 5 years)					
Has had in-person/online Safe Environment training within the last 2 years					

**Supervisor Signature:** \_\_\_\_\_ **Volunteer's Signature:** \_\_\_\_\_

**Parish Priest Signature:** \_\_\_\_\_

Thank you for completing this evaluation. Please return it to the Volunteer's file located in the parish office and make a copy to give to the volunteer.