AmeriCorps Member Performance Evaluation Form

(Modified by IHDF 2023)

Member Name: _____ **Date:** _____

Supervisor Name: _____ **Site:** _____

Please check one and complete one form per AmeriCorps or AmeriCorps VISTA member:

☐ Mid-year evaluation ☐ End of year evaluation

Goal: The purpose of conducting a Performance Evaluation is to develop better communication between the member and supervisor, improve the quality of service, increase productivity, and promote member development.

Performance Rating Categories: Consider the member's performance in each category and designate the level of performance that most accurately describes his/her performance.

Excellent: The member demonstrates an exceptional level of performance and consistently exceeds overall goals and expectations
Good: The member demonstrates a solid level of performance and regularly meets, and occasionally exceeds, overall goals and expectations
Fair: The member demonstrates inconsistent levels of performance and may meet some goals and expectations, while expectations while not meeting others
Poor: The member is not meeting service expectations and consistently fails to meet goals.

General Performance & Professionalism

Quality of Work: The extent to which the member's work is completed thoroughly and correctly following established process & procedures. Demonstrates concern for the quality, accuracy, and completeness of tasks performed. Required paperwork is thorough and neat.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

_____

_____

_____

_____

Productivity/Independence/Reliability: The extent to which a member produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction or follow up to complete tasks/assignments. Sets priorities, anticipates needs, and avoids scheduling conflicts. Fills out and submits all relevant paperwork in a timely manner. Responsible, dependable and can be counted upon to carry out duties and report to service on time, regularly and consistently.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

_____

_____

_____

Knowledge of Service Activities: The extent to which a member possesses and demonstrates an understanding of the service instructions, processes, equipment, and materials required to perform their service duties. Member applies knowledge gained from site-specific training.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

_____

_____

_____

Interpersonal Relationships/Cooperation/Commitment: The extent to which a member is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, volunteers, and/or outside contacts. Member accepts and responds to change in a positive manner. Member accepts tasks willingly and takes responsibility for their own performance and assignments. Member interacts with on-site personnel, clients, and/or public in a positive and culturally sensitive manner. Member demonstrates flexibility and is able to work as part of a team. Member demonstrates a commitment to service.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

_____

_____

_____

Attendance: The extent to which a member is punctual, observes prescribed service break/meal periods and has an acceptable overall attendance record. Member reports to service on time, regularly and consistently.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

Initiative/Creativity: The extent to which a member seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, and finds new and better ways of doing things. The member demonstrates creativity and/or resourcefulness in problem-solving.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

Adherence to Policy: The extent to which a member follows AmeriCorps ACCESS and partner agency policies, procedures, and service conduct rules. Member regularly communicates with ACCESS staff and site supervisor, complies with and follows all safety rules and regulations, wears AC gear when in service, and presents professionally in attire, demeanor, and attitude. The member demonstrates a Service Ethic that is indicative of the AmeriCorps principles of “Getting Things Done”.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Optional: Provide Examples / Comments:

Leadership: The extent to which a member demonstrates proper judgment and decision-making skills when directing others. Directs work flow in assigned areas effectively to meet goals. Demonstrates group leadership and facilitation skills.

☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ N/A

Optional: Provide Examples / Comments:

Overall Performance Rating

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Has this AmeriCorps member performed their service satisfactorily? ☐ Yes ☐ No

If no, then attach an explanation of why their service is unsatisfactory, what support services were provided to the member (i.e., additional training, resources, consulting with ACCESS staff, etc.) and what were the actions taken.

Additional Performance Areas

Accomplishments or new abilities demonstrated:

Specific areas of needed improvement:

Recommendations for professional development (seminars, training, etc.):

Additional Comments

Supervisor Comments *(attach additional sheet if needed)*:

Member Comments *(attach additional sheet if needed)*:

Signatures

Supervisor Signature: _____ Date: _____

Member Signature: _____ Date: _____