[Insert organisation name/logo]

# VOLUNTEER EVALUATION FORM

**[Insert organisation name]** seeks to improve the volunteer program and therefore asks you to complete this evaluation form. Your feedback will assist in the planning and preparation of future volunteer programs and placements.

|  |  |
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| **Volunteer name** |  |
| **Length of placement** |  |
| **Reason for leaving** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Rate your volunteer placement experience with the organisation in relation to the following: | | ***Tick the appropriate box*** | | | |
| **Excellent** | **Good** | **Fair** | **Poor** |
| Overall experience | | **£** | **£** | **£** | **£** |
| **Pre-placement information:** | | | | | |
| Expectations | | **£** | **£** | **£** | **£** |
| Preparation materials | | **£** | **£** | **£** | **£** |
| Individual contact by telephone, email or in person | | **£** | **£** | **£** | **£** |
| **Orientation and induction** | | | | | |
| Completion of formal induction and orientation | | **£** | **£** | **£** | **£** |
| Standard of formal induction and orientation | | **£** | **£** | **£** | **£** |
| Policies and procedures of value | | **£** | **£** | **£** | **£** |
| Policies and procedures easily understood | | **£** | **£** | **£** | **£** |
| **Activities** | | | | | |
| Appropriate to your level of skill | | **£** | **£** | **£** | **£** |
| Provided hands on experience | | **£** | **£** | **£** | **£** |
| Variety of tasks | | **£** | **£** | **£** | **£** |
| Appropriate time allocation | | **£** | **£** | **£** | **£** |
| **Supervision** | | | | | |
| Allocation of a supervisor timely and appropriate | | **£** | **£** | **£** | **£** |
| Access to supervisor | | **£** | **£** | **£** | **£** |
| Supervisor approachable and supportive | | **£** | **£** | **£** | **£** |
| Standard of supervision | | **£** | **£** | **£** | **£** |
| Support from staff other than supervisor | | **£** | **£** | **£** | **£** |
| **Performance evaluation** | | | | | |
| Professional and appropriate feedback provided by supervisor | | **£** | **£** | **£** | **£** |
| Feedback provided at appropriate time and place | | **£** | **£** | **£** | **£** |
| Opportunity to discuss feedback provided | | **£** | **£** | **£** | **£** |
| 2. Leaning experiences | **2.1 My goals and objectives were/were not met? Provide details.** | | | | |
|  | | | | |
| **2.2 What were the two most useful elements of the volunteer placement?** | | | | |
|  | | | | |
| **2.3 What was the most enjoyable part of the volunteer placement?** | | | | |
|  | | | | |
| **2.4 What was the least enjoyable aspect of the volunteer placement?** | | | | |
|  | | | | |
| 3. How could the organisation improve on volunteer placements? | **3.1 Suggestions about how your volunteer placement experience could have been improved.** | | | | |
|  | | | | |
| **3.2 Additional resources, information or activities you think would improve future placement experiences for volunteers at the organisation?** | | | | |
|  | | | | |
| 4. Additional comments | | | | | |
| *Provide additional comments which may be of value in reviewing the Volunteer Program.* | | | | | |

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| **OFFICE USE ONLY**  **Follow up required £ Yes £ No** | |
| **Action** |  |
| **initiated** |  |
| **Completed** |  |