

[insert organisation name/logo]

Volunteer Evaluation Form

To help [insert organisation name] improve and develop our volunteer program we would like you to complete the following evaluation. This is a valuable tool for us and will assist in the planning and preparation for future programs.

Volunteer Name:	
Dates & hours of placement:	

How would you rate your experiences in relation to: <i>(Please tick the appropriate box)</i>	Excellent	Good	Fair	Poor
Overall experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-placement Information:				
Expectations of the organisation were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation materials provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual contact by telephone, email or in person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orientation & Induction:				
Completion of formal induction & orientation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard of formal induction & orientation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies & procedures easily understood and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities:				
Appropriate to your level of skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided hands on experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate time allocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision:				
Availability of supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor was approachable & supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard of supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support from staff other than supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Evaluation:				
Professional & appropriate feedback provided by supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback provided at appropriate time & place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to discuss feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VOLUNTEER EXPERIENCES:				

1. My volunteering goals and objectives were/were not met

2. What was the most enjoyable part of the placement?

3. The two most useful things out of the placement were ...

4. What was the least enjoyable aspect of the placement?

What could [insert organisation name] improve on:

1. Have you any suggestions about how your placement experience could have been improved?

2. Are there any additional resources, information, or activities you think would improve future placement experiences for volunteers at [insert organisation name]?

Additional comments

Please note any additional comments which may be of value in reviewing the [insert organisation name] Volunteer Program.

THANK YOU FOR YOUR FEEDBACK

For Office Use Only:

[insert organisation name] Follow Up Required

Yes No

Action:

Initiated:

Reference: *This is taken from the NADA Volunteer Evaluation Form.*

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44