



## Policies and Procedures

### **Volunteer Performance Evaluation**

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#### **Policy**

Every volunteer will be given informal and formal performance evaluation from their staff supervisor. The formal evaluation will be reviewed and signed by the volunteer.

1. Evaluations are constructive, supportive and empowering.
2. The aim of an evaluation is to motivate volunteers and determine how CCS can better support their work.

#### **Procedure**

##### *Informal Evaluation*

1. Regular and ongoing informal evaluations will be conducted as a form of feedback and appreciation of volunteers.
2. Positive reinforcement and recognition of work will be done on a regular basis.
3. Discussion and input from the volunteer is strongly encouraged
4. Feedback on all performance will be presented in a constructive manner

##### *Formal Evaluations*

1. Annual Formal evaluations will be conducted by the staff supervisor as a form of appreciation.
2. A mutually agreed upon time and place will be established for the review.
3. Positive reinforcement and recognition of work well done will start off the session.
4. Feedback on all performance will be presented in a constructive manner.
5. A plan of action for improvement, complete with goals and timelines, may be developed.
6. Discussion and input from the volunteer is strongly encouraged.
7. Formal evaluations will be documented and given to the Volunteer Resource Specialist where they will be kept in the Volunteer file.

#### **References:**

Volunteer Performance Evaluation Form

**Date Developed:** January 2016

**Date Approved:** March 2016