



**VOLUNTEER PERFORMANCE EVALUATION TOOL**

<b>Name:</b>	<b>Hosting Site</b> (Department, School, Center ,Institute or Program):	<b>Activation Date:</b>	<b>Hours of Service:</b>
<b>Appraisal Period:</b>	<b>Supervisor Name &amp; Title:</b>	<b>Coordinator Name &amp; Title:</b>	

Please refer the guidelines (Page 3) before starting the appraisal process.

**SECTION A: To be completed by the Volunteer and Appraiser**

- Volunteer: please carry out a self assessment. Using the competency scale, indicate the appropriate competency level in terms of achievement/ fulfillment.
- Appraiser: please provide a competency level after the volunteer completes the self assessment.

**Competency Scale:**

Far Exceeds Expectations	Highly Successful	Successful	Needs Improvement	Does Not Meet Expectations	Not Applicable
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No.	Parameter	Rating by Volunteer	Rating by Appraiser
1.	Accomplishing Tasks Specified in Job Description	Not Applicable	Not Applicable
2.	Job-Related Expertise	Not Applicable	Not Applicable
3.	Functional and Technical Knowledge / Skills	Not Applicable	Not Applicable
4.	Manages Time Efficiently	Not Applicable	Not Applicable
5.	Willingness to Accept Assignments	Not Applicable	Not Applicable
6.	Accountable for Results	Not Applicable	Not Applicable
7.	Relates well with Patients/ Visitors/ Staff/ Vendors/ Clients/ Community	Not Applicable	Not Applicable
8.	Collaboration & Team Work	Not Applicable	Not Applicable
9.	Innovation and Creativity	Not Applicable	Not Applicable
10.	Willingness to Learn	Not Applicable	Not Applicable
11.	Punctuality/ Attendance	Not Applicable	Not Applicable
12.	Respects Confidentiality	Not Applicable	Not Applicable
13.	Demonstrates Transparency	Not Applicable	Not Applicable
14.	Seeks Feedback	Not Applicable	Not Applicable
15.	Seeks Opportunity to Perform-Beyond the Normal Scope of his/her position	Not Applicable	Not Applicable

Please submit this completed evaluation form to Research & Academic Volunteer Services:  
 Email: RAVolunteer@ohsu.edu | Campus Mail: L355 | Fax: 503-494-1099

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**SECTION B: To be completed by the Appraiser**

1. Overall Comments and Recommendations (Please specify strengths, accomplishments, nomination for volunteer award, areas for training and development, change in role, etc.):

2. Overall Performance Competency Rating:

<input type="radio"/> Far Exceeds Expectations	<input type="radio"/> Highly Successful	<input type="radio"/> Successful	<input type="radio"/> Needs Improvement	<input type="radio"/> Does Not Meet Expectations
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3. Volunteer Status Extended? (Yes/ No). If Yes- Date of Extension (MM/DD/YYYY)

**Appraiser's Signature:**

**Volunteer's Signature:**

**Date:**

**Date:**

**SECTION C: To be completed by Research & Academic Volunteer Services Office**

**Comments:**

**Reviewer's Signature:**

**Date:**



## GUIDELINES

We are pleased to initiate the process of Performance Appraisal for the volunteers who have successfully completed a year/s of service. It is our continuous effort to develop and promote a performance driven culture at OHSU's Research & Academic Volunteer Services Office.

The process for completing the performance appraisal form is as follows:

- The performance evaluation must be completed by the Appraiser. The Appraiser is the immediate supervisor of the volunteer. For volunteers who do not have an immediate supervisor, the departmental coordinator shall complete the appraisal process.
- The Appraiser must have **one-on-one session** with the Volunteer during the appraisal process.
- The process must be **transparent** and the Appraiser must address all issues/concerns of the Volunteer.
- The Volunteer's performance should be assessed based on his/her assigned duties as outlined in their **Job Site Information Form** and using the common parameters specified in performance appraisal form.
- Appraisal form can be supported by relevant supporting documents.
- Please comply with the competency rating system specified on the form: Far Exceeds Expectations, Highly Successful, Successful, Needs Improvement, Does Not Meet Expectations. **Please provide the appropriate competency level.**
- **All sections of the form must be completed.** Section A to be first completed by the Volunteer and then by the Appraiser; Section B to be completed by the Appraiser, Section C to be completed by the RAVS Office.
- **Volunteers with outstanding performance can be nominated for Volunteer Awards.** The Appraiser is encouraged to document special achievements of the volunteer and support the same with necessary data, details and facts.
- Shortcomings of the Volunteer must be communicated and documented in the form and during the one-on-one discussion.
- Poor performance/ behavior should be highlighted accordingly.
- **Training and development notes** must also be documented by the Appraiser.
- If any additional roles are entrusted or any changes are made in the roles and responsibilities, it must also be discussed and documented in the form along with the relevant Job Site Information Form.
- **Volunteer status will be extended only on completion of the Performance Appraisal Form.** Extension date should be specified and signed off by the Appraiser and Volunteer.
- The appraisal form must be completed and returned **by the Hosting Site** to the RAVS office. Please **copy the volunteer on the email** to confirm that the volunteer received a copy of the evaluation.
- Feel free to contact RAVS office for any queries while completing the form.

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