

CARITAS EVALUATION FORM

Please check: **Single Adult** OR **Family Focus**

Congregation: _____

Date: _____ Person completing evaluation: _____

CARITAS staff on duty: _____

Please assist us in evaluating staff performance

Overall how would you rate the staff person: *Poor Fair Average Good Excellent*

Did the staff maintain order among the guests? *Poor Fair Average Good Excellent*

Comment:

Did staff actively seek interaction with the guests? *Poor Fair Average Good Excellent*

Comment:

Did staff actively seek interaction with the volunteers? *Poor Fair Average Good Excellent*

Comment:

Was the staff caring toward the guests? *Poor Fair Average Good Excellent*

Comment:

Other comments: (if needed, please use back of page)

Please assist us in evaluating the program

Rate your volunteers' experience tonight: *Poor Fair Average Good Excellent*

Is there anything **CARITAS** could do to make your job easier?

Were there any difficulties or concerns about guests?

Please assist us in recording volunteer activities

Did any other congregation or outside group assist you? (They will be listed in annual report.)

PLEASE COMPLETE THIS FORM EACH NIGHT. AT THE END OF THE WEEK PLACE ALL COMPLETED EVALUATIONS AND VOLUNTEER LOGS IN THE ENVELOPE GIVEN AT THE BEGINNING OF THE WEEK, SEAL IT, AND HAND IT TO THE STAFF ON DUTY BEFORE HE LEAVES SATURDAY MORNING.