

Member Performance Review and Development Plan

Member _____
Position _____
Period covered by review _____ to _____
Month/Year Month/Year

EXCELLENT – Member’s performance is consistently and significantly beyond established standards for the position.
GOOD – Member’s performance meets acceptable standards for the position. Member demonstrates ability to perform at an acceptable skill level.
AVERAGE – Member’s performance is adequate and indicative of the bare minimum.
NEEDS IMPROVEMENT – Member’s performance is less than expected and needs improvement.
UNSATISFACTORY – Member’s performance is substantially weak and below the requirements of the position.

PERFORMANCE AVERAGE SCALE:
 Excellent: 192-144 total points
 Average: 144-100 total points
 Needs Improvement: 100-0 total points

<i>The following section is to be completed by site supervisors:</i>	Excellent 4	Good 3	Average 2	Needs Improvement 1	Unsatisfactory 0
I. Professionalism					
Punctuality					
Attendance					
Wears uniform/dresses appropriately					
Sets priorities and anticipates site’s needs					
Follows directions					
Interprets positive criticism from staff					
Follows policies, procedures, training, etc.					
Dependable/can be counted on to carry out duties					
Displays overall positive attitude and demeanor					
Displays tact in dealing with others (staff, volunteers, etc.)					
Displays sense of humor					
Displays initiative in tasks					
Displays creativity					
Exhibits good character and role model qualities					

Adapted from material contributed by AmeriCorps Okaloosa Walton College (OWC) English Coaches Program (Niceville, FL). An EnCorps resource. Please retain the original program attribution when adapting or using this resource.

II. Communication					
Communication with staff is:					
Timely					
Appropriate					
Respectful					
Communication with participants (children, volunteers, etc.) is:					
Timely					
Appropriate					
Respectful					
III. Quality Performance					
Completes tasks/assignments that are clear, concise, and meaningful					
Assigned tasks/assignments are planned and organized in a timely and appropriate manner					
Relates to participants (volunteers, children, etc.) in a positive, productive manner					
Demonstrates concern for the site and its participants (volunteers, children, etc.)					
Uses time wisely					
Meets deadlines					
Fulfills position description					

Add ratings from sections I, II, and III above:

Total: _____

Site supervisor comments: Please use this space to comment on this member's strengths.

As part of this member's development, the following space is reserved for goals this member can work on. Goals can be determined by supervisor and member.

<i>The following section is to be completed by AmeriCorps coordinator:</i>	Excellent 4	Good 3	Average 2	Needs Improvement 1	Unsatisfactory 0
I. Overall Team Performance					
Punctuality					
Attendance					
Wears uniform/dresses appropriately					
Meeting deadlines (timesheets, reports, etc.)					
Shows willingness to grow as a member					
Displays overall positive attitude and demeanor					
Displays tact in dealing with others (staff, volunteers, etc.)					
Displays sense of humor					
Displays initiative in tasks					
Displays creativity					
Demonstrates a service ethic indicative of AmeriCorps					
Actively participates in team meetings, trainings, and days of service					
Works and cooperates with team members to develop team ethic					
Follows AmeriCorps handbook					
II. Communication					
Communication with staff is:					
Timely					
Appropriate					
Respectful					
Communication with participants (children, volunteers, etc.) is:					
Timely					
Appropriate					
Respectful					

Add ratings from sections I and II above:

Total: _____

Add totals from Supervisor and Coordinator sections above:

Member Performance Review Total: _____

See performance scale and explanations on page 1 of this form for more information.

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AmeriCorps coordinator comments: Please use this space to comment on this member's strengths.

As part of this member's development, the following space is reserved for goals that this member can work on. Goals can be determined by supervisor and member.

This form was reviewed and discussed with the AmeriCorps member. A copy was provided to all parties. Member may write comments regarding this review below:

Date of next evaluation (month/year): _____

Member's signature _____ Date ____/____/____

Site supervisor signature _____ Date ____/____/____

AmeriCorps coordinator signature _____ Date ____/____/____