

Volunteer Competency and Performance Evaluation

****Supervisor required complete and review with the Volunteer. Upon completion of review, please sign and return to Human Resources at ElPasoHR@ttuhsc.edu ****

Volunteer: _____	Department: _____
Supervisor: _____	Date Started: _____

Skill Measured	Exceeds Expectations	Meets Expectations	Needs Improvement	Detail Needs Improvement
Dependable				
Punctual				
Adheres to Dress Code				
Accepts Responsibility for Assigned Tasks/Duties				
Work Quality and Productivity				
Works Well with Others				
Accepts Feedback Positively				
Adheres to Confidentiality				
Demonstrates Effective Customer Relations				
Demonstrates Effective Communication Skills (verbal/oral/written)				
Demonstrates Effective Interpersonal Skills				
Acts in a Courteous, Respectful, Tactful and Approachable Manner				
Able to Perform Tasks as Assigned				

Supervisor or Volunteer Comments:

Volunteer Signature	Date	Supervisor Signature	Date
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