

**TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER EL PASO
VOLUNTEER SERVICES**

Volunteer Competency and Performance Evaluation

Reviewer completes form, consults with volunteer to ensure volunteers' understanding & then returns form to the Human Resources Department/Volunteer Services. Call the Human Resources Department at (915) 215-4151 if you have any questions. Thank you.

Volunteer name: _____ Date: _____

Supervisor: _____ Placement Location: _____

K	Exceeds	Meets	Needs
E	Expectations	Expectations	Improvement
Y	E	M	N

Please check appropriate box	E	M	N	If needs improvement, please explain
<u>Responsibility & Motivation</u>				
Dependable				
Punctual				
Adheres to volunteer dress code				
<u>Service Performance</u>				
Accepts responsibility for service task				
Quality of work & productivity				
Works well as a team member				
Accepts feedback positively				
Adheres to Confidentiality Policy				
Practice effective customer relations				
<u>Competencies</u>				
Good communication skills				
Positive interpersonal skills				
Courteous, respectful, tactful and friendly				
Physically able to perform tasks				

Additional comments by reviewer or volunteer:

Reviewer Signature / Date

Volunteer Signature / Date