

Volunteer Name:

Rater:

Department:

Title:

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**Rating Period:** From:  
To:

Date of Rating:

---

**Purpose of Report:**

Annual Review:

**Overall Rating:**

Outstanding:

Above Standard:

Standard:

Below Standard:

Unsatisfactory:

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## POSITION PERFORMANCE FACTORS

	Outstanding	Above Standards	Meets Standards	Below Standards	Unsatisfactory
1. Attitude/Promoting Positive Experiences					
2. Excellence in Customer Service					
3. Professional Conduct (appearance, punctual, follows guidelines)					
4. Team Work					
5. Job Knowledge/Application					
6. Overall Rating					

Rater's Comments: (Comments are required here for any "Outstanding," "Unsatisfactory," or "Below Standards" ratings above, including specific examples).

Volunteer Comments:

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Rater's Signature

Signature indicates that the employee has seen and discussed this evaluation with a supervisor and has been given an opportunity to add comments. Agreement with its content is not necessarily implied.

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