



VetsWork Sponsor Final Evaluation of Member

Member's Name: _____ **Member's Signature:** _____

Sponsor's Name: _____ **Sponsor's signature:** _____

Sponsoring Organization: _____ **Date:** _____

Please complete the following form for each member serving at your site. Once you have completed the sponsor section of the form, please meet with the member to discuss the evaluation and set goals for the future. Document those future goals in the final section of this form. Return the completed and signed forms to the Mt. Adams Institute.

PERFORMANCE ACCOMPLISHMENTS	Exceeds Expectations	Meets Expectations	Requires Improvement
Reported to service site punctually and prepared			
Achieved project goals in an effective manner			
Worked independently and was self motivated			
Took initiative when appropriate and exhibited creative thinking			
Utilized good judgment and took project safety precautions			
Sought out and utilized learning opportunities			

1) What are some of the member's major accomplishments in achieving project goals?

2) What special skills has the member demonstrated in this position?

3) In which performance areas would you have liked to see the member invest more time and resources?

SKILLS, PROFESSIONALISM & COMMUNICATION	Exceeds Expectations	Meets Expectations	Requires Improvement
Communicated professionally with coworkers			
Effectively led and communicated with program constituents (e.g. students, community members)			
Accepted feedback appropriately and used it constructively			
Projected a positive attitude about community service and identified as a MAI AmeriCorps Member			
Sought out collaborative community projects			

1) What are the member's strengths in relations with co-workers, community members and program constituents?

2) In which skills, professionalism and communication areas would you have liked to see the Member invest more time and resources?

3) Has the member satisfactorily completed assignments? Yes No

Explain:

4) Has the member met all other performance criteria that were clearly communicated at the beginning of the term of service? Yes No

Explain:
