



Westchester Medical Center

Westchester Medical Center Health Network

Volunteer Evaluation

Volunteer Services Department, Westchester Medical Center, Valhalla Campus, Valhalla, New York 10595 phone 914-493-7850

Name of Volunteer

Position Title

Program Supervisor

Please rate the volunteer based on the following questions:

	Yes	Somewhat	No
Do you feel that the volunteer is suited to the placement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the volunteer developed new or improved existing skills during this time period? (If so, what skills) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the department benefit from the volunteer's involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the volunteer take initiative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the volunteer work well with staff and other volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the volunteer represent the Medical Center in a positive manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the volunteer open to supervision and constructive criticism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the volunteer on time and consistent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the volunteer uphold the confidentiality policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outstanding accomplishments/ comments: _____

Concerns to be addressed (please note if any): _____

Volunteer Comments (if any): _____

Supervisor Signature (If completing evaluation)

Department

Phone#

Volunteer Signature

Supervisor of Volunteer Signature

Date

Competency	Description	Achieves Expectations	Needs Further Development
Work Commitment	Willingly gives effort and time to get a job done. Identifies with supervisor's goals and exhibits good time management skills.		
Building Relationships	Able to establish a rapport with supervisor, staff, fellow Volunteers, patients and their families, and those with whom they interact.		
Communication Skills	Able to understand instructions. Able to communicate with Supervisor and others.		
Teachable	Willing to learn and be trained by supervisor.		
Action-oriented	Takes direction from supervisor and is able to follow instructions. Is a self-starter.		
Problem-solving	Able to assess needs within agreed-upon duties and consider course of action best suited to meet those needs.		
Organization	Able to keep work area clean, orderly, and sanitary.		
Punctual	Shows up for work on time. Stays for entire shift.		
Record-keeping	Keeps neat, organized and appropriate records. Maintains all necessary documentation including but not limited to work schedule, timesheets, daily Jog, supervisor's calendar of appointments if necessary.		