

Self-Review for Volunteers - Appendix H1

Name of Volunteer _____

Ministry or Program _____

Position Title _____

Name of Director/Pastor/Volunteer Leader _____

Period of Evaluation _____

From (day/month/year) To (day/month/year)

In answering the following questions, consider the following:

- Dependable • Respectful • Communication skills
- Flexible • Trustworthy • Good rapport with those you serve
- Punctual • Position knowledge • Good relationship with supervisor
- Organized • Decision making skills • Good relationship with other volunteers

Please use additional sheet as required.

What are your strengths in the way you serve in this ministry or program?	
Do you have any concerns about your continued involvement in this ministry or program?	
What would you do to enhance your service or contribution to this ministry or program?	
How do you establish rapport while maintaining boundaries?	
Are you able to separate personal needs and issues from those you serve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you follow established policies and procedures associated with ministry or program role.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Director/Pastor/Volunteer Leader's comments.	

Signature of Volunteer

Date (day/month/year)

Signature of Director/Pastor/Volunteer Leader

Date (day/month/year)



Self-Review for Volunteer Leaders - Appendix H2

Name of Volunteer _____

Ministry or Program _____

Position Title _____

Name of Director/Pastor/Volunteer Leader _____

Period of Evaluation _____

From (day/month/year) _____ To (day/month/year) _____

Please use additional sheet as required for comments. Rating 1 to 5 (low to high)

	Volunteer Leader	Director/ Pastor
Knowledge/Competencies – including technical		
Quality/Efficiency of Work – thoroughness, accuracy, management skills		
Time Management – effective use of time, organizational skills, meets deadlines, priority setting skills		
Problem Solving – ability to analyze and respond to situations, effective decision making, appropriate referral, flexibility, creativity		
Responsibility – responsible, accountable for own actions and performance of duties		
Initiative – suggests or takes action independently within scope of position; self-starting behavior; requires infrequent reminders or directions		
Adaptability – flexibility, open and positive attitude to change		
Dependability/Punctuality – minimal absences; informs in a timely manner of any absences; counted upon for assistance for extra workload, follows established policies and procedures associated with ministry or program role		
Communication – expresses information clearly to others; listens effectively		
Interpersonal – relates well with others, peers, supervisor, public, etc. establishes rapport while maintaining boundaries, separates personal needs and issues from those served		
Cooperation – collaborative, team oriented, willing to share ideas & expertise; accepts directions; accepts constructive criticism		
Boundaries – separates personal needs and issues from those served		
Demonstrating and Living the Gospel – faith-based behaviours, service oriented, attitude of gratitude, generosity and compassion.		

Signature of Volunteer Leader

Date (day/month/year)

Signature of Director/Pastor

Date (day/month/year)



