**Volunteer Performance Evaluation**

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Sworn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Review: \_\_\_ Annual \_\_\_ Other

Total # of Cases Open: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total # of Cases Closed: \_\_\_\_\_\_\_\_\_\_\_\_

In-service hours completed since previous review: \_\_\_\_\_\_\_\_\_ (12 required each year)

Completed 3 hours of in-service hours as required and specified in Rule 48: Yes\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

If yes, please specify training completed for Rule 48: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Progress towards Goals and Objectives from Last Review:**

**Performance Categories:**

**1 – Not Acceptable 2 – Needs work 3 – Acceptable 4 – Very good 5 - Excellent**

**1. Job Knowledge & Performance**

\_\_\_ Proficient in fundamental skills and procedures related to position

\_\_\_ Committed to continued development of position and/or personal skills

\_\_\_ Understands and complies with confidentiality requirements

\_\_\_ Visits with the children on his/her case(s) at least once a month

\_\_\_ Turns in monthly progress reports in a timely manner

\_\_\_ Attends all meetings at Children Services related to their case ie: SAR, PCTM

\_\_\_ Work is completed in a timely, accurate and organized manner

\_\_\_ Follows directions appropriately

\_\_\_ Sets realistic goals and expectations for self

**COMMENTS:**

**2. Court & Professional**

\_\_\_ Attends all court hearings for assigned CASA children

\_\_\_ Submits court reports to the CASA office 10 days prior to court hearing

\_\_\_ Insures the recommendations in the CASA report reflect the most up-to-date information and are based on factual information

\_\_\_Is comfortable speaking in the court room on behalf of the children in their case(s)

\_\_\_Represents CASA program to the community in a positive and professional manner

\_\_\_Displays appropriate professional demeanor, dress and grooming

\_\_\_ Communicates in a Professional manner

\_\_\_ Responds appropriately and in a timely manner to CASA staff, clients and other community agencies

**COMMENTS:**

**3. Attitude & Interpersonal Skills**

\_\_\_ Responds to supervision with courtesy and respect and offers constructive interactions with supervisor.

\_\_\_ Organizes and plans tasks effectively. Anticipates issues, challenges and problems

\_\_\_ Completes tasks with a minimum of supervisory oversight

\_\_\_ Displays initiative and resourcefulness; can take action in an independent manner

\_\_\_ Responds positively to problem solving

\_\_\_ Values team members equally for their unique skills and contributions

\_\_\_ Seeks input and constructive interaction when necessary and appropriate

\_\_\_ Accepts diversity

\_\_\_ Recognizes realistic goals and expectations for the families with whom they work

**COMMENTS:**

**Areas of Strength**:

**Areas for Skill-building/Further Training**:

**Objectives for Future Performance:**

**Supervisor’s Summary Comments**:

**Volunteer Self-Evaluation/Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CASA Staff Signature Date**

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**Volunteer’s Signature Date**