



**NATION**EXECUTING IN ALIGNMENT

The people, places, programs, practices, products and services that enable us to connect with each other, define and address shared concerns, build community, and solve public problems.



## **Volunteers4Hire Program**

## **Volunteer Performance Scorecard**

Volunteer name:	
Role:	
Volunteer start date:	
Reviewer name:	
Review date:	

## **RATING SCORES**

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Meets job requirements
- 4 = Exceeds requirements
- 5 = Outstanding



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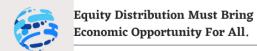
## **PERFORMANCE COMPETENCES**

	1	2	3	4	5
COMMUNICATIONS					
Expresses ideas and thoughts					
Exhibits good listening and comprehension					
Keeps others adequately informed					
Uses appropriate communication methods					
	1	2	3	4	5
COOPERATION					
Establishes and maintains effective relations					
Exhibits tact and consideration					
Displays positive outlook and pleasant manner					
Works cooperatively in group situations					
DEPENDABILITY					
Responds to requests for service and assistance					
Follows instructions, responds to management direction					
Keeps commitments					
JOB KNOWLEDGE & SKILLS					
Competent in required job skills and knowledge					
Exhibits willingness to learn					
Requires minimal supervision					



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JUDGEMENT & PROBLEM-SOLVING					
Exhibits sound and accurate judgement					
Gathers and analyzes information skillfully					
Develops alternative solutions					
PLANNING & ORGANIZATION					
Works in an organized manner					
Integrates changes smoothly					
	1	2	3	4	5
QUALITY					
Demonstrates accuracy and thoroughness					
Displays commitment to excellence					
Monitors own work to ensure quality					
QUANTITY					
Completes work in timely manner					
Achieves established goals					
USE OF TECHNOLOGY					
Demonstrates required skills					
Adapts to new technologies					
Troubleshoots problems					





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ADDITIONAL COMMENTS:		