

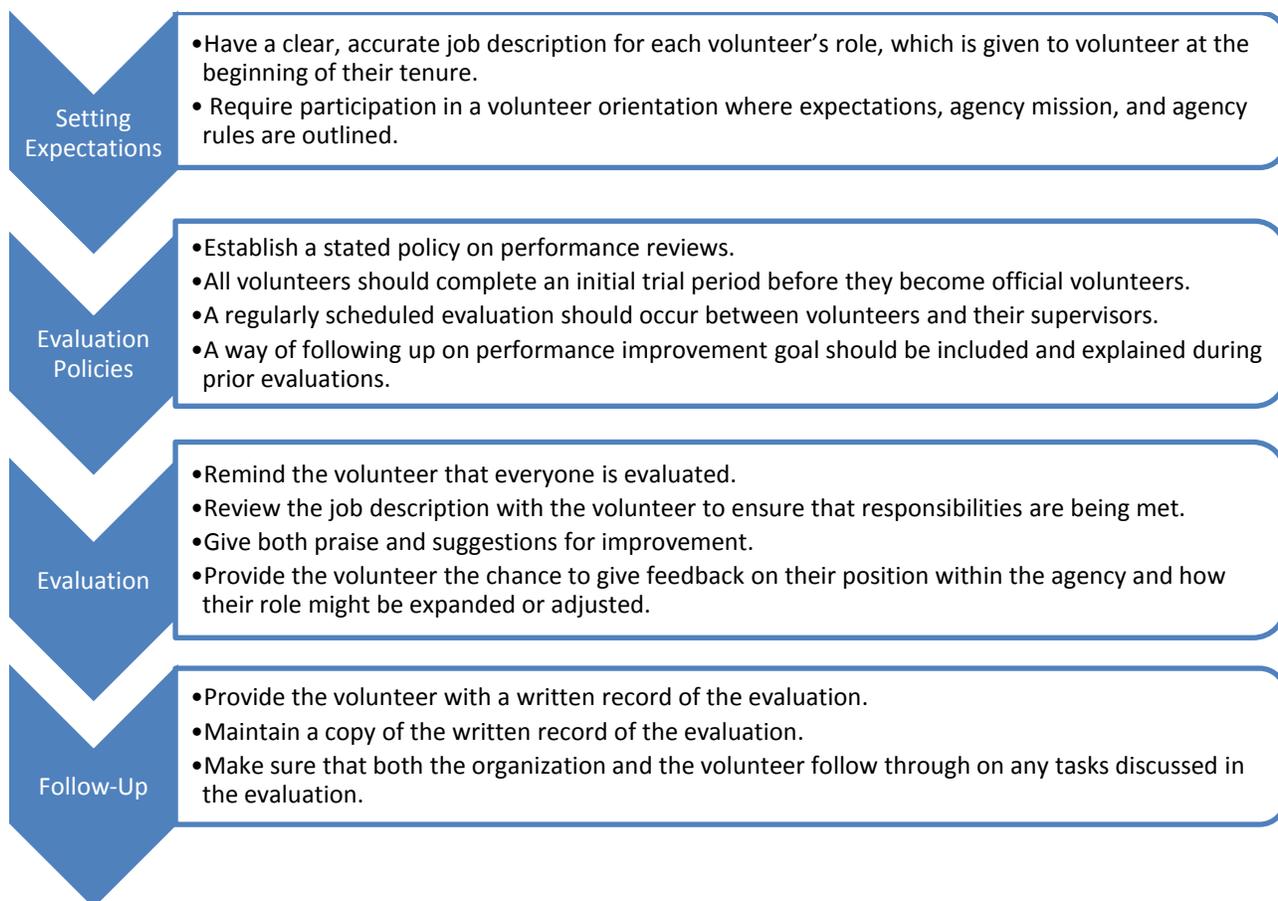
Ways to Give Feedback to Volunteers

Volunteer evaluations can serve several purposes within your organization and are an effective management tool. Establishing a systematic approach for evaluating volunteers provides your organization with an opportunity to gain valuable feedback from volunteers, ensures that the job is being done properly, and sends the message to staff that volunteer contributions are important to the success of the agency.

Components of an effective evaluation process:

- Job descriptions for each type of volunteer needed by the program
- Volunteer training and orientation that covers agency and program mission, goals and expectations
- A scheduled evaluation by the volunteer manager or other supervisor
- An expected and planned meeting to review the evaluation with volunteer's supervisor
- Opportunity for the volunteer to provide feedback to the volunteer manager about his or her position
- Documentation of evaluation, follow-up and next steps

Details of the evaluation process:



Helpful resources on volunteer evaluation:

http://www.citizensinformationboard.ie/publications/providers/downloads/Managing_Volunteers_08.pdf

<http://www.serviceleader.org/leaders/firing>

<http://www.energizeinc.com/art/subj/super.html>