



### PERFORMANCE EVALUATION FOR AMERICORPS

<b>Member Name:</b> Deandre Owens	<b>Supervisor:</b> Owen Peet
<b>Position Title:</b> ENGAGE afterschool	<b>Placement Site:</b> Phil Gainer Community Center
<b>Position Type:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> HT <input type="checkbox"/> RHT QT <input type="checkbox"/> MT <input type="checkbox"/> EAO <b>Hours completed to date:</b> <u>913</u> of <u>1700</u>	<b>Review Period:</b> <b>Type of Evaluation:</b> End of Term

#### PURPOSE

AmeriCorps member development is a key component of effective national service programming. Service is a pathway to employment and career success for AmeriCorps members. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential. Therefore, providing candid responses is very important.

**INSTRUCTIONS:** Provide candid, honest responses. Honest feedback allows AmeriCorps members to make the improvements that will enhance their performance with your organization and as they move to school or career.

- Carefully evaluate each of the performance characteristics separately, based on recurring day-to-day performance and not based on isolated events.
- Supervisors are encouraged to make comments. These reviews are intended as a mutual exchange of information, enabling members to progress towards their optimal performance potential.
- Use the following rating scale for each performance characteristic:

- 5 – Exceptional** Performance is excellent and consistently recognized as being above and beyond requirements/expectations; performance potential deemed optimal. Member is a role model to others in this area.
- 4 – Exceeds Expectations** Performance often exceeds expectations; member exhibits above-average performance in this area.
- 3 – Meets Expectations** Performance consistently meets expectations and requirements.
- 2 – Learning Expectations** Performance frequently meets minimum requirements; performance needs improvement to meet expectations.
- 1 – Coaching Required** Member is at the beginning of their performance potential and understanding of this characteristic. Improvement is needed to meet position requirements.



### POSITION KNOWLEDGE

Rating Performance

Characteristic

	Displays thorough knowledge and understanding of assigned duties
	Demonstrates "know how" and skills necessary to perform service competently; knowledge appropriate for position.
	Understands interrelationship of the position to the rest of the organization (i.e., priorities and philosophies).
	Utilizes knowledge of the AmeriCorps program, and Corporation for National and Community Service programs on a routine basis.

COMMENTS:

### COMPLETION OF OBJECTIVES

Rating Performance

Characteristic

	Has adequately completed or striving towards completion of objectives set forth by the host organization
	Made outreach presentations to other organizations and businesses promoting volunteerism at the partner site and the AmeriCorps program.
	Has established connections with the business community

COMMENTS:

### QUALITY OF SERVICE

Rating Performance

Characteristic

	Appropriate attention to detail.
	Meets targets and deadlines
	Utilizes supervision appropriately; able to serve with limited supervision; demonstrates initiative.



3	Flexible and adaptable; demonstrates ability to perform under stress.
4	Results are accurate, reliable, and consistent with training.
4	Plans and organizes service for maximum effectiveness and efficiency

COMMENTS:

### ATTITUDE

Rating Performance

Characteristic

3	Willingly accepts and responds to direction, constructive criticism, and delegat- ed assignments; accepts suggestions
4	Serves well with other team members
4	Accepts full responsibility for actions
4	Presents a neat, clean appearance appropriate to site/other staff's appearance
5	Willingly observes and supports the organization's policies and procedures

COMMENTS:

### COMMUNICATION

Rating Performance

Characteristic

3	Expresses self clearly and concisely in written and oral communications
5	Utilizes appropriate conflict management practice (i.e., speaks for self, does not engage in gossip or dissemination of rumors, clearly identifies interests, seeks win/win solutions).
5	Communicates well with clients, peers, and supervisors.
3	Employs active listening skills, requesting clarification and feedback when needed

COMMENTS:



### RELATIONSHIPS

Rating Performance

Characteristic

4	Promotes favorable client and/or public relations.
4	Earns respect of others.
4	Develops and maintains effective working relationship with supervisors, peers, and others outside the unit.

COMMENTS:

### PLANNING/ORGANIZATION/TIME MANAGEMENT

Rating Performance

Characteristic

3	Anticipates and plans ahead.
3	Is punctual in keeping appointments.
4	Sets a course of action to meet goals on time for self, for others, and for the program.
3	Develops concepts and strategies necessary for the recruitment, supervision, and coordination of volunteers.
4	Effective use of service time; does not negatively impact the service of others
4	Takes initiative to accomplish more than what is required.
5	Good attendance habits
3	Determines courses of action that are most effective and efficient
3	Handles a variety of tasks concurrently.
3	Demonstrates logical thinking that results in timely and practical decisions.
3	Ability to commit to a definite course of action
5	Accepts responsibility for decisions or positions taken.
5	Makes appropriate and timely decisions.



COMMENTS:

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of this performance evaluation and that I have had an opportunity to discuss it in detail with my supervisor. I further acknowledge that a copy of this evaluation will be added to my AmeriCorps member file.

If I have any objections to the information contained within this evaluation, I will submit them in writing and a copy of my written objections will be added to my AmeriCorps member file.

*D. Owens*  
Member Signature

3/25/24  
Date

*Chris Pat*  
Supervisor Signature

3/25/24  
Date