



RIVERSIDE COUNTY REGIONAL PARK
AND OPEN SPACE DISTRICT
4600 Crestmore Road
Jurupa Valley, CA 92509
(951) 955-4310 | Fax: (951) 955-6671
volunteers@rivcoparks.org
www.RivCoParks.org

VOLUNTEER SERVICES PROGRAM

Volunteer Performance Evaluation

VOLUNTEER INFORMATION		
LAST NAME:	FIRST NAME	DATE
VOLUNTEER ASSIGNMENT TITLE:		ASSIGNMENT LOCATION
DIRECT SUPERVISOR (name/title)		
EVALUATION PERIOD <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Other _____		
→ NEXT EVALUATION DATE _____		
RATING SCALE E = Exceeds Expectations M = Meets Expectations B = Below Expectations		
*Please provide comments for all BELOW EXPECTATION ratings.		

CUSTOMER SERVICE EXCELLENCE/VALUE ADDED	RATING
1. Seen as a role model of service excellence	<input type="checkbox"/> E
2. Committed to consistently meeting and/or exceeding customer needs and expectations	<input type="checkbox"/> M
3. Builds and maintains rapport with department managers and other key stakeholders/customers	<input type="checkbox"/> B
4. Can quickly gain or re-gain trust and respect	<input type="checkbox"/> B
5. Customer feedback is almost always positive	<input type="checkbox"/> B
Comments:	

FUNCTIONAL TECHNICAL SKILLS	RATING
1. Skilled in most if not all mission-critical areas of position	<input type="checkbox"/> E
2. Has a broad and varied background based on multiple functional exposures to other departments/divisions	<input type="checkbox"/> M
3. Always looking to learn more to expand skill set and improve proficiency.	<input type="checkbox"/> B
Comments:	

PEER RELATIONSHIPS/MOTIVATING OTHERS	RATING
1. Is seen as cooperative, fair, and a team player	<input type="checkbox"/> E
2. Encourages collaboration, is a positive influence on others; is someone people like working with	<input type="checkbox"/> M
3. Sets an example for others to want to do their best	<input type="checkbox"/> B
4. Is candid (says what needs to be said), seeks feedback, and easily gains trust and support from peers	<input type="checkbox"/> B
Comments:	

PERSONAL LEARNING/ADDING SKILLS AND CAPABILITIES	RATING
1. Holds self-accountable and picks up on the need to change personal and interpersonal behavior quickly 2. Doesn't shirk personal responsibility 3. Observes others for their reactions in his/her attempt to influence and perform and adjusts accordingly 4. Is sensitive to changing personal demands and requirements and changes accordingly 5. Eagerly learns new skills and capabilities to improve for the future 6. More and better skilled at the end of the year than at the beginning	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
Comments:	

PRODUCTIVE WORK HABITS	RATING
1. Results oriented; consistently meets or exceeds all goals and targets 2. Manages time effectively and plans and sets priorities well 3. Is organized and gets things done on time and in time 4. Thinks ahead, produces distractive, compelling, and winning strategies	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
Comments:	

ALIGNED WITH ORGANIZATION'S MISSION/VALUES/ETHICS	RATING
1. His/her values and ethics are generally aligned with the District 2. Adjusts well to changes in leadership, mission, values, strategies, tactics, and technical developments 3. Operates within boundaries; sought out by others for guidance and standards/norms; serves as a role model 4. Helpful to others in making close calls on values/ethical matters	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
Comments:	

EVALUATION OF SPECIFIC DUTIES <i>(site specific duties)</i>	RATING
1.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
2.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
3.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
4.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> B
Comments:	

OVERALL EVALUATION RATING

Exceeds Expectations **M**eets Expectations **B**elow Expectations

SUPERVISOR'S GENERAL COMMENTS

VOLUNTEER'S COMMENTS

Volunteer's Signature

Date

Supervisor's Signature

Date