



AmeriCorps

AmeriCorps MVP SLCo 2023

Final Evaluation

Member Name: _____ Evaluation Date: _____

Host Site Location: _____

Program Manager- Nicole Bernard Host Site Supervisor: _____

Evaluation Instructions

1. Upon receiving these evaluations:
 - a. Please provide a copy to the AC member
 - b. Retain a copy for yourself in the host site AmeriCorps file.
 - c. Host Site Supervisor should return the evaluations to the AC program manager by scanning & sending via email to nbernard@slco.org, or in person.
 - d. The AC program manager will sign the evaluation to acknowledge the process and comments, and file the evaluations in the AC members file, and will upload the evaluation into the members IPT profile page as directed by AmeriCorps and CNCS requirements.
2. If filling this out electronically, you must **highlight** each number do not bold the numbers. This must contain hand-written signatures.
3. After completion of the evaluation, Host Site Supervisor and the AC member must sign the evaluation. If there are any items regarding the evaluations that the Host Site Supervisor or the MVP member need to discuss, contact Nicole Bernard at 385-468-7145 or by email nbernard@slco.org

Please rate the AC member performance to date using the following rating scale:

1—Not satisfactory 2—Below average 3—Meets position expectations 4—Exceeds expectations 5—Exceptional

	1	2	3	4	5
1. Creativity and Innovation: The Member					
❖ Develops new insights into situations and applies innovative solutions to make organizational improvements	1	2	3	4	5
❖ Creates a work environment that encourages creative thinking and innovation	1	2	3	4	5
2. Continual Learning: The Member					
❖ Understands new information	1	2	3	4	5
❖ Recognizes own strengths and weaknesses	1	2	3	4	5
❖ Pursues self-development	1	2	3	4	5
❖ Seeks feedback from others and opportunities to gain knowledge	1	2	3	4	5
3. Flexibility/Change Management: The Member					
❖ Is open to change and new information	1	2	3	4	5
❖ Adapts behavior and work methods in response to new information, changing conditions, or unexpected problems	1	2	3	4	5
❖ Adjusts rapidly to new situations	1	2	3	4	5
4. Resilience: The Member					
❖ Deals with pressure effectively	1	2	3	4	5
❖ Maintains focus and intensity and remains optimistic and persistent, even under adversity	1	2	3	4	5
❖ Recovers quickly from setbacks	1	2	3	4	5
❖ Effectively balances personal life and work	1	2	3	4	5
5. Conflict and Anger Management: The Member					
❖ Maintains open channels of communication between AmeriCorps members and staff	1	2	3	4	5
❖ Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations	1	2	3	4	5
❖ Manages and resolves conflicts and disagreements in a positive and constructive manner	1	2	3	4	5
6. Cultural Awareness/Diversity: Does the Member					
❖ Values cultural diversity and other individual differences in the workforce	1	2	3	4	5
❖ Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner	1	2	3	4	5
7. Integrity/Honesty: The Member					
❖ Instills mutual trust and confidence	1	2	3	4	5
❖ Creates a culture that is built on high standards of ethics	1	2	3	4	5
❖ Behaves in a fair and ethical manner towards others	1	2	3	4	5
❖ Demonstrates a sense of responsibility and commitment to public service	1	2	3	4	5
8. Team Building: The Member					
❖ Inspires, motivates, and guides others toward goal accomplishments	1	2	3	4	5
❖ Consistently develops and sustains cooperative working relationships	1	2	3	4	5
❖ Encourages and facilitates cooperation within the organization and with customer groups	1	2	3	4	5
❖ Fosters commitment, team spirit, pride, and trust	1	2	3	4	5
❖ Develops leadership in others through mentoring, coaching, and guiding people	1	2	3	4	5

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9. Accountability: The Member ❖ Holds self and others accountable for rules and responsibilities ❖ Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner ❖ Consistently reports to site on-time and ready to serve ❖ Consistently reports service time and activity	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
10. Customer Service: The Member ❖ Anticipates and meets the need of clients ❖ Achieves quality end-products ❖ Is committed to continuous improvement of services	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
11. Decision Making: The Member ❖ Exercises good judgment by making sound and well-informed decisions ❖ Makes effective and timely decisions ❖ Is proactive and achievement oriented	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
12. Problem Solving: The Member ❖ Identifies and completes tasks that have any problems ❖ Distinguishes between relevant and irrelevant information to make logical decisions ❖ Finds alternative yet appropriate or seeks out solutions with host site supervisor	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
13. Technical Credibility: The Member ❖ Understands and appropriately applies procedures, requirements, regulations, and policies ❖ Understands linkages between objectives and the program mission	1 2 3 4 5 1 2 3 4 5
14. Influencing/Negotiating: The Member ❖ Gains cooperation from others to obtain information and accomplish goals ❖ Facilitates “win-win” situations	1 2 3 4 5 1 2 3 4 5
15. Interpersonal Skills: The Member ❖ Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations ❖ Is tactful, compassionate and sensitive, and treats others with respect	1 2 3 4 5 1 2 3 4 5
16. Verbal and Written Communication: The Member ❖ Makes clear and convincing oral presentations to individuals or groups ❖ Listens effectively and clarifies information as needed ❖ Facilitates an open exchange of ideas and fosters an atmosphere of open communication ❖ Gives constructive feedback to teammates and partners	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

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Does the AC member satisfactorily complete assignments as assigned and as stated in the position description? Yes No

Member Development / Training

In your opinion the member has learned three skills since beginning service, what are those three skills?

- 1. _____
- 2. _____
- 3. _____

Member Impact

1. Has there been an observed impact that the AC member has made at your host site? And If yes, what has been the impact that the AC member's participation has made?

Additional comments by Host Site Supervisor:

Comments and response of AC member:

What are future goals/next steps for AC member?

The following have participated in the evaluation review and commenting process:

AmeriCorps Member Signature: _____	Date: _____
Host Site Supervisor Signature: _____	Date: _____
AmeriCorps Program Manager Signature: _____	Date: _____

