



## **Salt Lake County Most Vulnerable Populations AmeriCorps Program**

### **Member Final Evaluation**

**Member Name:** \_\_\_\_\_ **Evaluation Date:** \_\_\_\_\_

**Host Site Location:** \_\_\_\_\_

**Program Manager- Nicole Bernard**      **Host Agency Supervisor:** \_\_\_\_\_

#### **Evaluation Instructions**

**1. Upon receiving these evaluations:**

- Complete the final Evaluation and review with your AmeriCorps Member.
- Please provide a completed copy to the AC member.
- Retain a copy for yourself in the host site AmeriCorps file.
- Host Site Supervisor should return the evaluations to the MVP Program Manager by scanning & sending via email to [nbernard@saltlakecounty.gov](mailto:nbernard@saltlakecounty.gov), or in person.
- The completed must contain hand-written signatures from Both the Member and Supervisor.
- The MVP 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.

**After completion of the evaluation, and prior to sending back to MVP Program Manager the Host Agency Supervisor and the MVP 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@saltlakecounty.gov](mailto:nbernard@saltlakecounty.gov)**

AC End of Term Member Evaluation 2024 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**

Please mark N/A if the question does not apply to members, or if the member has not had an opportunity to demonstrate the question.

<p><b>1. Creativity and Innovation:</b> <u>Did the Member</u></p> <ul style="list-style-type: none"> <li>● Develop new insights into situations and apply innovative solutions to make organizational improvements.</li> <li>● Contribute to a work environment that encouraged creative thinking and innovation.</li> <li>● Improve in their creative ability since starting, or did they make an effort to come up with new ideas that would help your organization.</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>2. Continual Learning:</b></p> <ul style="list-style-type: none"> <li>● Did the member independently learn and grow to help the organization improve?</li> <li>● Did the member have a good sense of self awareness and understanding in their abilities?</li> <li>● Do you feel confident that the member will continue to seek knowledge and understanding independently?</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>3. Flexibility/Change Management:</b> <u>Did the member</u></p> <ul style="list-style-type: none"> <li>● Adapt their behavior and work methods in response to new information, changing conditions, or unexpected problems?</li> <li>● Adjust rapidly to new situations?</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>4. Resilience:</b> <u>Was the member</u></p> <ul style="list-style-type: none"> <li>● Able to handle complex and stressful situations while maintaining focus, optimism, and tenacity?</li> </ul>	<p>1 2 3 4 5 N/A</p>

<ul style="list-style-type: none"> <li>● Able to maintain a stable work-to-personal life balance?</li> </ul>	1 2 3 4 5 N/A
<b>5. Conflict and Anger Management:</b> <u>Did the member</u> <ul style="list-style-type: none"> <li>● Identify and take steps to prevent potential situations that could result in unpleasant confrontations</li> <li>● Manage and resolves conflicts and disagreements that did occur in a positive and constructive manner</li> </ul>	1 2 3 4 5 N/A  1 2 3 4 5 N/A
<b>6. Cultural Awareness/Diversity:</b> <u>Did the member</u> <ul style="list-style-type: none"> <li>● Value cultural diversity and other individual differences in the workforce</li> <li>● Respect the beliefs and opinions of others that disagree with them, and they maintained an environment of co-operation and unity despite these differences</li> <li>● Ensure that the organization builds on these differences and that employees were treated in a fair and equitable manner</li> </ul>	1 2 3 4 5 N/A  1 2 3 4 5 N/A  1 2 3 4 5 N/A
<b>7. Integrity/Honesty:</b> <u>Did the Member</u> <ul style="list-style-type: none"> <li>● Instilled mutual trust and confidence</li> <li>● Demonstrated high standards of ethics</li> <li>● Behaved fairly and ethically towards others</li> <li>● Demonstrated a sense of responsibility and commitment to public service</li> <li>● Would you feel confident in vouching for the integrity of the member to future job prospects that the member might have?</li> </ul>	1 2 3 4 5 N/A 1 2 3 4 5 N/A 1 2 3 4 5 N/A 1 2 3 4 5 N/A 1 2 3 4 5 N/A

<p><b>8. Team Building:</b> <u>Did the Member</u></p> <ul style="list-style-type: none"> <li>● Consistently develop and sustains cooperative working relationships within the organization and with customer groups.</li> <li>● Foster commitment, team spirit, pride, and trust</li> <li>● Show leadership through mentoring, coaching, and guiding people</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>9. Accountability:</b> <u>Was the member</u></p> <ul style="list-style-type: none"> <li>● Able to held themselves and others accountable for rules and responsibilities</li> <li>● Self-motivated to complete tasks and jobs to the best of their abilit</li> <li>● Was consistently reliable to complete tasks on time, and arrived at job sites on time and ready for work?</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>10. Customer Service:</b> <u>Did the member</u></p> <ul style="list-style-type: none"> <li>● Anticipated and met the needs of clients</li> <li>● Was able to develop a rapport with fellow co-workers at the host site, along with the people utilizing the services of the organization</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>11. Decision Making:</b> <u>Did the member</u></p> <ul style="list-style-type: none"> <li>● Made reasonable and intelligent decisions based on the information that was available to them</li> <li>● Showed the ability to make effective and well thought out decisions in a timely manner</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>12. Problem Solving:</b> <u>Did the member</u></p> <ul style="list-style-type: none"> <li>● Identified unforeseen problems and showed ability to solve those problems to complete tasks.</li> <li>● Looked for alternative yet appropriate solutions to problems, or sought out solutions with host site supervisor when appropriate</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>

<p><b>13. Organizations Vision: <u>The member</u></b></p> <ul style="list-style-type: none"> <li>● Understood and appropriately applied procedures, regulations, and policies, and understood how following these rules of the organization will help achieve their goals.</li> <li>● Followed the organizations polices, regulations and procedures</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>14. Interpersonal Skills: <u>The member</u></b></p> <ul style="list-style-type: none"> <li>● Considered and responds appropriately to the needs, feelings, and capabilities of different people in different situations</li> <li>● Was tactful, compassionate, and sensitive, and treats others with respect</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>15. Verbal and Written Communication: The Member:</b></p> <ul style="list-style-type: none"> <li>● Made clear and convincing oral presentations to individuals or groups.</li> <li>● Listened effectively and clarified information as needed</li> <li>● Gave constructive feedback to teammates and partners and could receive constructive feedback from teammates and supervisors</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>
<p><b>16. Filling the Gaps in the Organization: <u>Did the member</u></b></p> <ul style="list-style-type: none"> <li>● The organization's unique needs were filled by the member and helped the organization run smoother than before.</li> <li>● The member did the work and accomplished the goals that you had in mind for them to achieve when the position was opened for the AC member.</li> </ul>	<p>1 2 3 4 5 N/A</p> <p>1 2 3 4 5 N/A</p>

## **To be completed by Supervisor**

### **Member Development / Training**

What are three specific ways you have observed the AmeriCorps member experience personal or professional growth during their term of service?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Member Impact**

Has the AmeriCorps member made an observed impact at your host agency?

If yes, please describe the specific ways in which their participation has contributed to the site's goals or operations.

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Do you have any additional comments or feedback regarding your Member's service, performance or overall contribution?

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**MVP AmeriCorps Member:**

1. Do you feel you have grown personally and professionally, gaining new skills and abilities as a result of your service in AmeriCorps? If yes, please describe specific skills or experiences that contributed to your growth.

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2. What are your future goals or next steps now that your AmeriCorps service has ended? How do you plan to apply the skills and experiences gained during your service to these goals?

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**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: \_\_\_\_\_