

**TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER EL PASO  
VOLUNTEER SERVICES**

**Volunteer Competency and Performance Evaluation**

Reviewer completes form, consults with volunteer to ensure volunteers' understanding & then returns form to the Human Resources Department/Volunteer Services. Call the Human Resources Department at (915) 215-4151 if you have any questions. Thank you.

Volunteer name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Placement Location: \_\_\_\_\_

|                      |                                       |                                     |                                    |
|----------------------|---------------------------------------|-------------------------------------|------------------------------------|
| <b>K<br/>E<br/>Y</b> | <b>Exceeds<br/>Expectations<br/>E</b> | <b>Meets<br/>Expectations<br/>M</b> | <b>Needs<br/>Improvement<br/>N</b> |
|----------------------|---------------------------------------|-------------------------------------|------------------------------------|

| Please check appropriate box                  | E | M | N | If needs improvement, please explain |
|---|---|---|---|--------------------------------------|
| <b><u>Responsibility &amp; Motivation</u></b> |   |   |   |                                      |
| Dependable                                    |   |   |   |                                      |
| Punctual                                      |   |   |   |                                      |
| Adheres to volunteer dress code               |   |   |   |                                      |
| <b><u>Service Performance</u></b>             |   |   |   |                                      |
| Accepts responsibility for service task       |   |   |   |                                      |
| Quality of work & productivity                |   |   |   |                                      |
| Works well as a team member                   |   |   |   |                                      |
| Accepts feedback positively                   |   |   |   |                                      |
| Adheres to Confidentiality Policy             |   |   |   |                                      |
| Practice effective customer relations         |   |   |   |                                      |
| <b><u>Competencies</u></b>                    |   |   |   |                                      |
| Good communication skills                     |   |   |   |                                      |
| Positive interpersonal skills                 |   |   |   |                                      |
| Courteous, respectful, tactful and friendly   |   |   |   |                                      |
| Physically able to perform tasks              |   |   |   |                                      |

Additional comments by reviewer or volunteer:

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\_\_\_\_\_  
Reviewer Signature / Date

\_\_\_\_\_  
Volunteer Signature / Date