

# Mutual Performance Evaluation

## Before the Session:

- Have volunteer fill out (or think about) a self-assessment form (including his/her assessment of the support the museum has given)
- As supervisor, be prepared for the performance review session by reviewing the volunteer's position description, goals, and standards. Evaluate performance versus expectation for the time period being reviewed
- Take notes and write an evaluation on the position expectation versus performance

## During the Session:

- Together, review the previously agreed-upon position expectations
- Share some positive feedback and give appreciation for service
- Ask volunteer to share her/his self-assessment and assessment of museum support
- Give your assessment of the volunteer's performance based on some format such as Outstanding, Good, Satisfactory, or Unsatisfactory
- Discuss any barriers the volunteer experienced in carrying out the position and how these might be overcome in the future
- Discuss future plans for the volunteer in the museum (higher positions, goals, etc.)

## After the Session:

- Write a report for file (if appropriate)
- Follow up on any action plans or agreements made by either side

# Volunteer Self-Assessment Form

Do you feel you are reaching the expectations listed in your position description? If not, share why.

Was the estimated time to accomplish your volunteer work realistic? Comment:

Did the museum/supervisor provide adequate orientation, training, supervision and resources for you to accomplish your duties? Any suggestions for improvement?

What have been your greatest satisfactions in your work here?

What have been your greatest disappointments in your work here?

Were other volunteers and paid staff receptive and appreciative of your volunteer work?

What were your areas of growth in your volunteer position?

Overall I would rank my performance as:

<input type="checkbox"/> Superior, exceeding expectations <input type="checkbox"/> Excellent, met expectations <input type="checkbox"/> Needs improvement, did not meet expectations	Comments:
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What type of assignment, skill development, and time commitment do you desire for next year or the time period under discussion (same position, new challenges, departure)?

Other comments, suggestions, etc: