



AGENCY EVALUATION of SERVICE LEARNING STUDENTS Assessment Tool for Community Agencies

Student Name: _____ Date: _____

Agency Supervisor: _____ Agency Name and Address:

(Person filling out this evaluation)

Volunteer Service Completed: _____ Number of Hours completed with the agency: _____

Using the scale below, please rate the student volunteer on each of the following competencies within your agency.

1 = the volunteer has no prior experience and/or little ability - significant improvement is needed in this skill or competency.

2 = the volunteer has some limited ability, but further development is needed with this skill or competency.

3 = the volunteer can consistently perform this skill or competency adequately.

4 = the volunteer has demonstrated significant ability with this skill or competency.

5 = the volunteer has nearly maximized their potential with this skill or competency.

NA = not applicable

Competency	Where Student Volunteer is early in Service experience	.. at the end of service experience	COMMENTS
TEAM WORK			
Ability to work with and build relationships with a diverse group of people			
Knows the names of some other members of the organization, including clients.			
Actively provides motivation and encouragement to clients.			
Understands the ways in which diversity enhances the agency.			
Develops and accomplishes personal goals.			
Consistently tries to connect with members of the agency.			
Works cooperatively with clients and supervisor.			
SELF MANAGEMENT			
Demonstrates responsibility, respect and maturity			
Takes care of paperwork including contract and time log.			

Competency	Where Student Volunteer is early in Service experience	.. at the end of service experience	COMMENTS
Is on time for scheduled volunteer hours/ days.			
Able to follow directions.			
Able to do tasks and projects assigned by the agency.			
Dresses appropriately for service.			
Exhibits respect for self and for clients.			
Takes initiative / Self-starter			
COMMUNICATION Ability to communicate information, ideas, and contrasting points of view in an effective and professional manner.			
Can effectively communicate verbally with supervisor and clients			
Exhibits good non-verbal communication patterns.			
Works well at communicating in group activities.			
Respects confidentiality.			
Solicits supervisor's help when problems arise.			
Seeks feedback from others.			
Informs the agency of changes in schedule.			
AGENCY MISSION Demonstrates an understanding of and willingness to participate in the mission of the agency.			
Understands the purpose and mission of the agency.			
Participates in the fulfillment of agency's goals.			
Works toward the organization's best interests.			
Actively participates in an Agency Orientation.			

Please feel free to add any other comments about the student volunteer:

RETURN TO: Office of Service Learning – Parmer 102

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