# 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.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Where Student Volunteer is early in Service experience</th>
<th>. at the end of service experience</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM WORK</td>
<td>Ability to work with and build relationships with a diverse group of people</td>
<td>Knows the names of some other members of the organization, including clients.</td>
<td>Actively provides motivation and encouragement to clients.</td>
</tr>
<tr>
<td>SELF MANAGEMENT</td>
<td>Demonstrates responsibility, respect and maturity</td>
<td>Takes care of paperwork including contract and time log.</td>
<td></td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Competency</th>
<th>Where Student Volunteer is early in Service experience</th>
<th>Where Student Volunteer is at the end of service experience</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is on time for scheduled volunteer hours/ days.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to follow directions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to do tasks and projects assigned by the agency.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dresses appropriately for service.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits respect for self and for clients.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes initiative / Self-starter</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
Dominican University
7900 W. Division St.
River Forest, IL 60305
mtthelen@dom.edu (708)524-6425
Fax: (708)488-5075