

**HEACF PROJECT**  
**VOLUNTEER EVALUATION**  
**(ORGANISATION)**

1. Organisation Name \_\_\_\_\_
2. Project Name \_\_\_\_\_
3. Name of volunteer \_\_\_\_\_
4. For how long has the individual been volunteering with you? \_\_\_\_\_
5. On a scale of 1 – 10 with 1 being poor and 10 being excellent, how would you rate the individual on the following qualities?

QUALITY	SCORE
Reliability	
Punctuality	
Empathy with clients' needs	
Relationship with clients	
Relationship with organisation staff	
Willingness to learn from the experience	
Personal growth/development during volunteering	

6. Please provide 3 positive and 3 negative points about the volunteer:

**Positive points:**

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**Negative points:**

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**7. Please provide a comment on the volunteer which could assist in his/her further development (for example regarding a specific skill/attribute):**

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**8. Please provide any other comments you wish to make about the volunteer or the project:**

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**SIGNED .....**  
**NAME .....**  
**POSITION.....**  
**DATE .....**

**Thank you for taking the time to complete this evaluation.**