GATEWAY OF HOPE – Policy & Procedure Manual

**Langley, BC**

2.4.13 Evaluation/Performance Review

Department: Volunteering

Approved By: Planning Team

Issue Date: February 2010

Updated: June 2016

Volunteers shall receive periodic evaluation to review his/her work.

Volunteer evaluation may involve evaluating the performance of volunteers and allowing the volunteer to evaluate the program they serve in.

The evaluation procedures are designed to be non-threatening, constructive, supportive, flexible and empowering.

Evaluations are to be done on a regular basis.

Volunteers will be given an opportunity to evaluate the program and to express their level of satisfaction with the experience.

Evaluations will be conducted by the position supervisor.

The purpose of the reviews is to:

* Ensure satisfactory work performance.
* Identify areas for improvement.
* Identify areas where the ministry unit can assist the volunteer to improve.
* Identify any training needs.
* Express appreciation for volunteer’s services.
* Allow the volunteer and the ministry unit to suggest changes in the assignment description.
* Determine the continuing interest in the present assignment.