



Office of Volunteer Services

Volunteer Time Sheet

Name _____ Month _____
 Department _____ Total Hours Worked _____
 Job Title _____ Date Assigned (if new) _____
 Supervisor _____ Date Terminated (if this month) _____

Date and Hours Worked

Date	Time In	Time Out	Total Hrs Worked	Date	Time In	Time Out	Total Hrs Worked
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			

Recognition given Yes No If yes, type _____
 (e.g., birthday, supervisory note, formal recognition by unit or agency, etc.)

Training provided Yes No If yes,
 type _____ Date _____
 type _____ Date _____

Volunteer Accomplishments(related to four Goal areas) _____

Volunteer Performance Appraisal

	Unsatisfactory	Below Expect.	Meets Expect.	Exceeds Expect.	Outstanding
1. QUALITY OF WORK: Consider volume of work produced and extent to which deadlines are met	Unacceptable output. Deadlines too often not met. <input type="checkbox"/>	Work output needs improvement. <input type="checkbox"/>	Produces required volume of work. <input type="checkbox"/>	Generally produces more than required volume of work. <input type="checkbox"/>	Work output is exceptional. Produces beyond expected level and frequently beats deadlines. <input type="checkbox"/>
2. QUALITY OF WORK: Consider freedom from error, thoroughness of work, exercise of good judgment and idea production.	Makes frequent errors and/or produces superficial or incomplete work. <input type="checkbox"/>	Acceptability of work needs improvement. <input type="checkbox"/>	Consistently produces acceptable work, makes few errors. Is thorough and shows adequate judgment. <input type="checkbox"/>	Generally produces very thorough and accurate work. Shows sound judgment and has good ideas. <input type="checkbox"/>	Exceptionally thorough and accurate. Shows superior judgment and contributes valuable ideas. <input type="checkbox"/>
3. a. Grammar b. Punctuation c. Spelling d. Use of reference sources e. Use of equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. JOB ATTITUDE: Consider willingness and desire to meet assigned objectives.	Resists or shows little or no interest in accomplishing assigned objectives. <input type="checkbox"/>	Is sometimes less conscientious or willing that desirable. <input type="checkbox"/>	Is a willing worker, follows directions, and is interested in accomplishing work objectives. <input type="checkbox"/>	Generally shows strong desire to produce. Is a very conscientious and willing worker. <input type="checkbox"/>	Shows exceptional desire to produce. Performs with unusual enthusiasm and conscientious determination. <input type="checkbox"/>
5. EFFECTIVENESS WITH OTHERS: Consider degree to which volunteer maintains cooperative relations with others and effectiveness in accomplishing objectives through other people.	Is ineffective in dealing with many people. Causes unnecessary interpersonal problems which interfere with accomplishing work objectives. <input type="checkbox"/>	Sometimes uncooperative or ineffective in dealing with others. <input type="checkbox"/>	Generally cooperative and effective in dealing with others. <input type="checkbox"/>	Very cooperative and effective in dealing with others. <input type="checkbox"/>	Unusually effective in dealing with people. Accomplishes objectives through others under difficult circumstances. <input type="checkbox"/>
6. RELATIONS WITH THE PUBLIC: Consider responsibility, the desire to assist, ability to put self in place of citizen seeking public service.	Indifference is apparent to the public <input type="checkbox"/>	Acts without imagination in dealing with public <input type="checkbox"/>	Does not offer help, but gives it willingly on request. <input type="checkbox"/>	Easily approached and responsive, asks questions until able to understand and interpret citizens problems. <input type="checkbox"/>	Enthusiastic, is sought out by public, readily understands citizen's problem. <input type="checkbox"/>
7. ATTENDANCE: Consider adherence to schedule.	Does not contact supervisor prior to absence or delay. <input type="checkbox"/>	Occasionally fails to call supervisor prior to absence or delay. <input type="checkbox"/>	Always calls in prior to absence or delay. <input type="checkbox"/>	Whenever possible, notifies supervisor in advance of absence or delay. <input type="checkbox"/>	Whenever possible, notifies supervisor in advance of absence or delay and makes arrangements to reschedule work. <input type="checkbox"/>

Signature of Supervisor _____ Date _____