

Volunteer Progress Sheet

Name: Role:

Period of review:..... Review by:.....

Rating scale - please use the following in the boxes below

1	Needs development	2	Fair
3	Good	4	Very good
5	Excellent		

Professionalism

Understands the purpose and goals of the club and the RFL

Relates well with the other members and the public

Shows real interest and enthusiasm

Comments:

Responsibility

Reliable about time schedule and commitment

Completes assignments/tasks on time

Pays attention to detail when necessary

Willing to take on new projects and tasks

Comments:

Effectiveness

Welcomes opportunities to learn information and procedures applicable to their role

Follows through on tasks and assignments

Willing to ask questions when in doubt

Uncovers and communicates all the relevant facts (where necessary)

Comments:

Are they happy in their current role?: Yes No
If not, why not?:

What would they like to do?:

What needs to happen for this to take place (i.e. training etc.)?:

Signature:

Date: