



# Volunteer Benchmark Assessment

EXECUTIVE SERVICE CORPS OF CHICAGO

**Candidate Name** \_\_\_\_\_

**Date of Baseline Assessment** \_\_\_\_\_ **Date for Next Review** \_\_\_\_\_

**Completed by** \_\_\_\_\_ **Completed by** \_\_\_\_\_

	Baseline	Next Review
	Date:	Date:
1 Volunteer adheres to Job Description	yes- no - needs work	yes- no - needs work
2 Volunteer understands their role in the organization	yes- no - needs work	yes- no - needs work
3 Volunteer works well with supervisor[s], peers and clients	yes- no - needs work	yes- no - needs work
4 Volunteer makes every effort to be available per their schedule	yes- no - needs work	yes- no - needs work
5 Volunteer is available for training/skill development as needed	yes- no - needs work	yes- no - needs work
6 Volunteer is accountable to their commitment and adherence to the volunteer handbook	yes- no - needs work	yes- no - needs work
7 Volunteer displays integrity	yes- no - needs work	yes- no - needs work
8 Volunteer believes in the Mission and Vision of the organization	yes- no - needs work	yes- no - needs work
9 Volunteer respects confidentiality	yes- no - needs work	yes- no - needs work
10 Volunteer is willing to help where needed	yes- no - needs work	yes- no - needs work

**Supervising Volunteers** Baseline Comments: \_\_\_\_\_

**Supervising Volunteers** Next Review Comments: \_\_\_\_\_

### Summary

For each assessment skill, count how many you scored with the response, "No", "Needs Work" or "Yes" at baseline and then again when the next review is completed. Enter those figures in the appropriate cells below. Work with the Volunteer to choose performance priorities for the next review period.

	"No"		"Needs Work"		"Yes"	
	At Baseline	At Review	At Baseline	At Review	At Baseline	At Review
<b>Volunteer Skills Recap</b>	of 10	of 10	of 10	of 10	of 10	of 10

### Top 3 Priorities for the Volunteer

Baseline	Review
1 _____	1. _____
2 _____	2. _____
3 _____	3. _____