



# Template

## Performance Review

Use the following template as a guide for conducting annual performance reviews for volunteers.

Name		Organisation	
Position:		Time in present position:	Length of service:
Year or period covered:			
Review date & time:		Review Venue:	Reviewer:
<b>Discussion starters</b>			
Tell me about your volunteering during the past year (or period of time)?			
What are some of your best achievements?			
Tell me about the things you like and dislike about volunteering in this organisation?			
What elements of your role interest you the most? The least?			
What parts of your role do you find particularly easy or difficult?			
What sorts of training or support would benefit you next year?			
Are there any other types of volunteering activities that may interest you?			

How would you rate yourself in the following areas?	Needs Improvement	Average	Good - Very Good	Excellent - Outstanding
Communication with colleagues				
Efficiency				
Effectiveness				
Interpersonal relations				
Attendance				
Policy compliance				