

Seattle Central Community College
 Cooperative Education Program
Student Volunteer Evaluation

Student	Organization
Volunteer Position	Supervisor

	COMMENTS	RATING
QUALITY OF WORK Competence, willingness to work through an assignment to completion, neatness.		
WORKING RELATIONSHIPS Cooperation and ability to work with co-workers and supervisors.		
WORKING RELATIONSHIPS Cooperation and ability to work with clients.		
MAKES GOOD USE OF TIME Meets schedules, productivity level as expected, takes appropriate initiative, asks for additional work when not busy.		
PRESENTS A POSITIVE VOLUNTEER ROLE MODEL Demonstrates patience and understanding with clients (if applicable).		
ATTENDANCE/DEPENDABILITY Reports for work as scheduled, is seldom absent or tardy, meets obligations of position.		
SPECIAL ACHIEVEMENT Cite specific examples of accomplishment(s) for Bonus Award.		(4.0)

Place the numerical score next to each performance factor. Numerical grades should be considered equivalent to letter grades as follows:

A 4.0 – 3.9	Excellent	The student has exceeded all the performance expectations for this factor.	C 2.1 – 1.9	Average	The student has met the performance expectations for this factor.
A- 3.8 – 3.5			C- 1.8 – 1.5		
B+ 3.4 – 3.2			D+ 1.4 – 1.2		
B 3.1 – 2.0	High	The student regularly works beyond a majority of the performance expectations of this factor.	D 1.1 – 0.9	Minimum	The student has failed to meet one or more of the significant performance expectations for this factor.
B- 2.8 – 2.5			D- 0.8 – 0.7		
C+ 2.4 – 2.2			E 0.0	Failure	The student has failed to meet the performance expectations for this factor.

Student Signature	Supervisor's Signature	Coordinator's Signature	
Date	Date	Date	Quarter / Year

