

*Sample*

**ST. JOHN AMBULANCE**  
**Volunteer Performance Appraisal Form**

Volunteer's Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Division \_\_\_\_\_

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**INSTRUCTIONS**

This form is to be used for appraisal of all volunteers.  
The position description of the volunteer is to be used as an evaluation tool.  
Comments must accompany any Exceeds Requirements or Unsatisfactory rating.  
When completed, this form is forwarded to the Director of Volunteer Support.

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**PERFORMANCE AREAS**

*If additional space is required, please attach sheet.*

**1. Knowledge of position and application.** Possesses the information concerning duties, responsibilities and first-aid skills to perform assignments competently.

Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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**2. Planning and organization.** Plans work to meet Divisional goals; appropriate organization of work and utilization of time and resources to ensure goals are met.

Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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Appendix 8  
to StJCI 2-9-2, Annex A

**3. Initiative.** Suggests and/or takes appropriate action independently, self-starter, enthusiastic performance with minimum instruction/supervision.

Exceeds Requirements    Meets Requirements    Does Not Meet Requirements    Unsatisfactory

Provide examples:

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**4. Team player.** Co-operating and working with others to meet goals both within and beyond one's area of responsibility; promoting unity and trust with all members and volunteers.

Exceeds Requirements    Meets Requirements    Does Not Meet Requirements    Unsatisfactory

Provide examples:

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**5. Adaptability/Flexibility.** Demonstrates willingness and ability to accept and apply new methods and techniques to performance of work. Is able to effectively deal with people and events; adapts to change; judgement and decision-making remain intact under stress.

Exceeds Requirements    Meets Requirements    Does Not Meet Requirements    Unsatisfactory

Provide examples:

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**6. Interpersonal Skills.** Ability to positively relate to all levels of staff, volunteers and general public. Demonstrates sensitivity in interactions; reacts to non-verbal feedback and responds appropriately; understands sensitive issues, acts accordingly; effective with both individuals and groups.

Exceeds Requirements    Meets Requirements    Does Not Meet Requirements    Unsatisfactory

Provide examples:

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**7. Quality of work.** Overall quality of work performed. Maintains high standards, takes pride in volunteering.

Exceeds Requirements    Meets Requirements    Does Not Meet Requirements    Unsatisfactory

Provide examples:

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**8. Judgement.** Formation of a sound opinion by careful study of available facts and options.

- Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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**9. Development of volunteers/Leadership.** Develops the skills and competence of volunteers through coaching, training and development activities. Demonstrates ability to instil enthusiasm, loyalty and commitment in volunteers. Provides effective direction and support.

- Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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**10. Communication (verbal & written).** Clearly expresses ideas and concepts; encourages two-way conversations; gives effective presentations (when required); effective listening skills; consistently shares information.

- Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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**11. Attendance/Participation.** Regularly attends and participates at Divisional meetings.

- Exceeds Requirements     Meets Requirements     Does Not Meet Requirements     Unsatisfactory

Provide examples:

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**12. Other.**

	N/A	YES	NO	Comments
Has completed First Aid Certification <u>Level(s)</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has attended orientation	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has attended an organized leadership course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has successfully conducted a divisional meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has worked with cadets on community service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has participated in program planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has oriented new members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has assisted with record keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has supervised community service coverage	<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"/>	_____

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**Reviewer's comments**

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**Volunteer's comments**

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**Recommendations**

- |  |   |             |
|--|---|-------------|
| <input type="checkbox"/> Continue volunteer work | <input type="checkbox"/> To be re-appraised | Date: _____ |
|  | <input type="checkbox"/> Transfer           | To: _____   |
|  | <input type="checkbox"/> Dismiss            | Date: _____ |

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Signature of reviewer \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

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**This evaluation has been discussed with me and a copy has been given to me.**

Volunteer's signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of reviewer \_\_\_\_\_