

**Tougaloo College
Office of Community Service
Community Service Supervisor's Evaluation Form**

This evaluation form must be completed by the supervisor and submitted with correspondence on agency letterhead, enclosed in an agency envelope, and mailed to: Tougaloo College, Office of Community Service, 500 West County Line Road, Tougaloo, MS 39174. Students are not permitted to return this form.

Agency Name: _____ **Contact Person:** _____

Student's Name: _____ **ID:** _____

Date of Service: From: _____ **To:** _____

DIRECTIONS: Please circle the number (1, 2, 3, 4, 5, or NA (Not Applicable)) that most accurately reflects your assessment of the student volunteer. The number 5 indicates the highest assessment and the number 1 indicates the lowest assessment.

- | | | | | | | |
|--|----------|----------|----------|----------|----------|------------|
| 1. The student was punctual. | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. The conduct of the student was appropriate. | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. When necessary, the student responded well to constructive criticism. | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. This student is a "self-starter." | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. This student followed instructions and completed assignments in a timely manner. | 5 | 4 | 3 | 2 | 1 | N/A |
| 6. This student related well with others. | 5 | 4 | 3 | 2 | 1 | N/A |
| 7. This student had a positive attitude during his/her service. | 5 | 4 | 3 | 2 | 1 | N/A |
| 8. I would like other volunteers to have characteristics that this student displayed during his/her service. | 5 | 4 | 3 | 2 | 1 | N/A |
| 9. This student was dependable. | 5 | 4 | 3 | 2 | 1 | N/A |
| 10. This student dressed appropriately for his/her assigned work. | 5 | 4 | 3 | 2 | 1 | N/A |
| 11. If I had the choice, I would like to have this student return. | 5 | 4 | 3 | 2 | 1 | N/A |
| 12. This student made a noticeable and positive contribution to this agency/organization. | 5 | 4 | 3 | 2 | 1 | N/A |

Site Supervisor

Date