

P O L K S T A T E C O L L E G E

VOLUNTEER FEEDBACK

I. Volunteer Name _____ Event _____

Date of event _____ Name of Supervisor
or shift leader _____

II. Brief summary of assigned task: _____

III. Please check and comment as appropriate. Your comments in this section will help us improve the College volunteer program.

A. Pre-assignment orientation with supervisor:

- Helped to prepare me for task. _____
- Was incomplete or not as informative as I needed.
Why? _____

B. My evaluation of my volunteer effort:

- I was well prepared for assigned task—there were no needs on my part. _____
- I was not prepared for assigned task—I needed _____

C. Supervisors expectations of me were:

- Reasonable
- Unreasonable

D. Registration of volunteer status with Human Resources Office was:

- Smooth and uncomplicated. _____

- Confusing and/or excessive. How can we improve? _____

- Paper work was reasonable and acceptable. _____

SUPERVISOR SEND TO HR #21 AFTER VOLUNTEER COMPLETES TASK

III. D. (Continued)

Paper work could be improved by_____

E. Personal feedback that is based on my observations during the event that I worked on.

I was concerned about_____

I was pleased about_____

F. Future college events staffed by volunteers.

I would be pleased to volunteer for future events.

Same event/area/task.

Other event/area/task

Both

Comment on desires for future assignments:_____

I will not be available for future volunteer assignments:

until after_____

Date

at all

Volunteer signature

Date