

WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC.
FOSTER GRANDPARENT EVALUATION FORM

Foster Grandparent Name: _____

Site Name: _____

Site Supervisor _____

Annual Evaluation Period Covering: _____

Purpose/Goal of Assessment:

To provide the highest quality service to children with special needs through:

1. Meeting with the Foster Grandparent volunteer to review role and discuss any concerns
2. Assessment of performance
3. Establishing clearly stated comments and recommendation for improvement
4. Affirm service and contributions made

Performance Rating Categories and Comment Section

E = Exceptional Performance: *the volunteer's performance exceeds the objectives, expectations, or requirements. Performance and results clearly reflect initiative. Contributions made by the volunteer are above those required of an individual in this position.*

S = Solid Performance: *the volunteer has met expectations and achieved expected results. The volunteer has accomplished assignments within agreed upon parameters, and has made a positive contribution to the children served and the overall environment.*

N = Needs Development: *the volunteer meets some but not all standards/criteria for the performance expectation and requires more than normal guidance and supervision.*

Procedure

SITE SUPERVISOR: please complete the performance assessment ***on the back of this page*** with the Foster Grandparent Volunteer. It is valuable for you to let the FGP volunteer know what he/she is doing to aid in the success of your children. Also it is essential that you indicate any need for improvement so we can help make this placement a positive experience for the FGP volunteer and the children. ***Also, please have the FGP volunteer complete the FGP portion of the performance assessment by answering yes or no to the questions listed and add comments if desired.***

Please return the completed and signed form by March 12, 2010

TO:

**Westchester Community Opportunity Program
Foster Grandparent Program
2269 Saw Mill River Road, Building #3
Elmsford, NY 10523**

SITE SUPERVISOR PLEASE COMPLETE:

PERFORMANCE AREA	E	S	N	COMMENTS
<i>Dependable (reliable, prompt, notifies site of absences, workshops, etc.)</i>				
<i>Follows policies, procedures, including confidentiality and safety standards of the site</i>				
<i>Attitude is positive and cooperative (towards service, organization, and supervisor)</i>				
<i>Able to communicate effectively, following instructions, asking for clarification if needed</i>				
<i>Relates to assigned children in a positive, constructive way, using time well</i>				
<i>Supports site's mission, having a positive impact on children served</i>				
<i>Personal appearance is neat and appropriate</i>				
<i>Appropriate for assignment (including health, energy level, attitude, etc.)</i>				
<i>Participates in site trainings, meetings, etc. as your site requests</i>				
<i>Other:</i>				

FOSTER GRANDPARENT VOLUNTEER PLEASE COMPLETE:

PERFORMANCE AREA	YES	NO	COMMENTS
<i>Do you feel that the Site (where you volunteer) is meeting your needs, giving instructions, feedback, etc.?</i>			
<i>Do you feel the FG Program is meeting your needs in support, training and communication?</i>			
<i>Do you feel that your concerns are dealt with respectfully and appropriately?</i>			
<i>Do you feel your effort in being a Foster Grandparent is worthwhile to you:</i>			
<i>Other</i>			

I acknowledge my participation and review of this performance assessment with my dated signature:

Volunteer Site Supervisor

Date

Foster Grandparent Volunteer

Date

