

How are We Doing?

Evaluating Together: Staff & Volunteers

Providing an opportunity to evaluate one's performance sends a signal that someone cares! The 4-H Program is most successful when volunteers and staff work as partners. Evaluating volunteers, staff members, and the system, helps the 4-H Program become more effective, efficient and enjoyable.

1. Invite a volunteer to debrief and evaluate a recent program responsibility, by asking...

- a. What went well?
- b. How were tasks delegated to other volunteers? Was that effective? Why or why not?
- c. What type of communication occurred? With volunteers? Participants? 4-H Staff?
- d. How did communication occur? In person? By phone? By text? Other? Was it effective? Was it efficient? Would you do anything different next time?
- e. Does the timeline need to be changed?
- f. What didn't go well? If this event were held again, what should be improved?
- g. Should this event/program, be conducted again? Why or why not?
- h. Other

2. Invite a volunteer to evaluate the program, staff support, or system, by asking...

- a. Did you have sufficient support from staff to do your volunteer role? Describe.
- b. Could I, or other staff, assist in different ways? Describe how.
- c. What additional support or resource would have been helpful?
- d. Other

3. Invite a volunteer to evaluate his/her future involvement, by asking...

- a. Are you interested in continuing in this role (e.g., another year or term of office)?
- b. If you continued in this role, explain what you would do different.
- c. What is your plan for involving other volunteers (e.g., assistants, co-chair) in the future?
- d. What other way(s) would you like to be involved in this event/program, or other events/programs, in the future?
- e. Would you like to be involved in a different (e.g. mentor other volunteers) way? If yes, how...?
- f. Other



Thank You for "Making the Best Better"

M.K. Lesmeister, Volunteer Development, September 2015

Reviewed by: L. Black, T. Middleton and P. Willis