



**Engagement. Voice. Success.**

**AMERICORPS VISTA MEMBER  
MID-YEAR EVALUATION**

The AmeriCorps VISTA Member Mid-Year Evaluation is designed to meet the following objectives:

- To provide feedback to the VISTA Member regarding their performance;
- To reflect on the Member’s accomplishments and growth;
- To assess if the Member is on track to successfully complete all requirements for the program or if the VAD needs to be updated;
- To provide an opportunity for the Member to give feedback to the Supervisor regarding the organization’s performance as a host site; and
- To facilitate open and respectful dialogue between the Member and Supervisor.



Please be sure to complete all sections thoroughly and thoughtfully and use the VAD to inform this evaluation. Supervisors complete Sections 1-2, and Members complete Sections 3-4. **Return a signed copy to Samie Burnett, [sburnett@mnyouth.net](mailto:sburnett@mnyouth.net) at the Alliance by **Friday, February 15<sup>th</sup>**.**

*Please print names below:*

**Member:**

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**Supervisor:**

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**Service Site:**

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*Please use the following Evaluation Rankings:*

5	<b>Excellent</b>	Consistently excels and exceeds expectations; seeks additional assignments as well as demonstrates interest in improving overall agency/organizational operations, or community relations.
4	<b>Good</b>	Usually exceeds expectations and consistently performs all position responsibilities above standards.
3	<b>Acceptable</b>	Consistently meets expectations with quality and requires minimal supervision.
2	<b>Needs Improvement</b>	Occasionally fails to meet expectations; performance is not at level of desired competency for this position. Improvements need to be identified.
1	<b>Unacceptable</b>	Consistently fails to meet expectations; there are significant performance problems reflected by an inability to perform minimum position responsibilities. A reassessment of the Member’s role and capacities is needed.

**SECTION 1) Supervisor: Please complete regarding the Member's performance**

AREA TO BE EVALUATED	5	4	3	2	1
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**Initiative**

Accepts responsibility to support projects and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes personal and/or professional development goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies feedback to improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows creativity and resourcefulness in problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member has developed skills related to their position of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Reliability**

Keeps regular office hours, calls in sick; doesn't abuse sick leave; coordinates time off with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes tasks, reporting, and paperwork fully and with quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends meetings regularly, is on time, and actively participates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presents professional image in attire, demeanor, and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Judgment**

Sets priorities, anticipates needs, and avoids scheduling conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages time effectively to complete all site and Alliance responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates thoroughness and follow-through in service activities and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays self-awareness pertaining to communication, decision making, and interactions staff and youth (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses technology in the office environment and meetings appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices inclusive and thoughtful behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Acceptance of Responsibility**

Communicates effectively with staff, volunteers, and youth (as applicable) supported by program and community partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits the ability to learn and apply new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abides by weekly schedule and serves the expected hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submits progress reports by due-dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships with Co-Workers**

Works cooperatively and creates positive relationships with site staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates strong teamwork skills, works collaboratively and inclusively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts to various environments and tasks; is flexible when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects and uses appropriate communication methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships with Community**

Creates positive relationships with community members that participate in VISTA supported programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivers friendly, courteous, and ongoing service to site and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Support of Alliance & AmeriCorps Values**

Supports and communicates VISTA program goals, values, and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops programs, activities, and relationships with a focus on sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abides by the Code of Conduct of both the site and Alliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member consults with Supervisor when submitting Periodic Reports to Alliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows the VISTA Model with integrity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 2) Supervisor's Evaluation of:**

*MEMBER'S STRENGTHS AND ACCOMPLISHMENTS (PLEASE LIST MINIMUM OF 2):*  
 Click here to enter text.

*MEMBER'S AREAS OF GROWTH AND IMPROVEMENT (PLEASE LIST MINIMUM OF 2):*  
 Click here to enter text.

DO ANY UPDATES NEED TO BE MADE TO THE VAD?

Click here to enter text.

**SECTION 3) VISTA Member: Please complete regarding your experience at the site**

AREA TO BE EVALUATED	5	4	3	2	1
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**Orientation & Understanding Organizational Context**

Site and Supervisor introduced Member to key individuals of the community and organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site and Supervisor provided an introduction to the history, program goals, and ongoing strategic plans of the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site and Supervisor provided Member access to necessary data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Support & Supervision**

Supervisor sets priorities, anticipates needs, and avoids scheduling conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor assists Member in managing program time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor provides feedback to help Member improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor provides Member with opportunities to ask for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor provides Member with professional development opportunities when available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor meets with Member regularly (at least twice per month)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Communication**

Site demonstrates flexibility and willingness to incorporate Member's ideas into program planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site communicates effectively with staff, volunteers, youth supported by program and community partners about the role of the Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site supports the achievement of established goals and productivity through high-quality communication and collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor elects and uses appropriate communication methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor exhibits ability to help Member learn and apply new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Developing Teamwork**

Supervisor works collaboratively with site staff, Member, and Alliance staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site creates opportunities for Member to develop positive relationships with program and/or community partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site and Supervisor assists Member in providing friendly, courteous, and ongoing service to site and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Support of Program Values**

Supervisor supports and communicates program goals and priorities to Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site develops programs with a focus on sustainability and alignment with the VISTA Model and VAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site and Supervisor are creative and resourceful in problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site and Supervisor practice inclusive and thoughtful program procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site and Supervisor understand the capacity building role of the VISTA member and do not require direct service activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 4) VISTA Member's Evaluation of:**

*HOST SITE'S STRENGTHS AND ACCOMPLISHMENTS (PLEASE LIST MINIMUM OF 2):*  
 Click here to enter text.

*HOST SITE'S AREAS OF GROWTH AND IMPROVEMENT (PLEASE LIST MINIMUM OF 2):*  
 Click here to enter text.

*DO ANY UPDATES NEED TO BE MADE TO THE VAD?*  
 Click here to enter text.

**CERTIFICATION**

Evaluations must be signed by hand; we cannot accept electronic signatures.

By signing below, I certify that I am the Site Supervisor for this Member and have prepared this evaluation based on my own observations and incorporated the feedback of others when applicable. I have also met with the Member to discuss my feedback.

**Supervisor's Signature:**

**Date:**

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By signing below, I certify that I am the Member and have prepared this evaluation based on my own observations. I have also met with my Supervisor to discuss my feedback.

**Member's Signature:**

**Date:**

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**Return a hand signed copy to Samie Burnett, [sburnett@mnyouth.net](mailto:sburnett@mnyouth.net) by Friday, Feb 15<sup>th</sup>.**