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Mid-Year Supervisor Evaluation Form
(To be completed by the site **Supervisor**)

Due: December 18

Instructions:

1. Download this community service form to your computer.
2. After saving this form to your computer, double click to open file.
3. Proceed to fill out text fields with your answers.
4. After filling out the form, re-save the PDF to your computer.
5. Print out PDF of the form with your information and sign at the bottom.

Note:

This form is used to verify volunteer hours completed to-date and to receive feedback about the volunteer's performance. Please note that LaCLA scholars are penalized with additional service hours for forms not received on the date above.

Student's Name:

Date:

Organization Name:

Organization Address:

Supervisor Name/Title:

Phone number:

E-mail Address:

How long has this student been volunteering with your organization?

Start Date:

End Date:

Hours completed as of **May 1st, of this year only:**

Please provide the schedule (days & times) of when the student provided service during the dates above, including tasks & responsibilities.

Is the student expected to continue with the agency?

Yes

No

Comments:

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Please comment on the student's performance:

Is the student meeting your expectations and the requirements of the agency, as agreed upon by the on-site supervisor and the student?

Yes

No

Comments:

Supervisor Signature:

Date:

Please Return To:

Sara Rivera
Latino/a Student Cultural Center (120 FA)
Northeastern University
360 Huntington Avenue
Boston, MA 02115

Note:

If you have any questions or concerns, please email Sara Rivera at s.rivera@neu.edu or call the Latino Student Cultural Center at (617) 373-5845.

Thank you for your cooperation and assistance.