



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

Due: April 21

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 to verify volunteer hours completed since the mid-year evaluation, and to receive feedback about the performance overall of the student volunteer.

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:

Additional Hours completed since mid-year evaluation (don't include hours submitted with/in the mid-year report):

Please provide the schedule (days & times) this student provided service during the above months including tasks & responsibilities.

Please comment on the student's performance:

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C L A

Please comment on the student's response to supervision.

Please comment on the student's interaction with clients and co-workers.

What would you identify as areas in which this student should improve?

Would you recommend this student to volunteer at other organizations?

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.