## PERFORMANCE EVALUATION FOR <<Insert Program Name>> MEMBERS

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| --- | --- |
| **Member Name:** | **Supervisor:** |
| **Position Title:** | **Placement Site:** |
| **Position Type:**  FT TQT  HT  RHT  QT  MT  EAO  **Hours completed to date:** \_\_\_\_\_\_ of \_\_\_\_\_\_\_ | **Review Period:**  **Type of Evaluation:**  Midyear  End of Term |

**I. PURPOSE**

AmeriCorps member development is a key component of effective national service programming. Service is a pathway to employment and career success for AmeriCorps members. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential. Therefore, providing candid responses is very important.

**II. Summary of Overall Performance**

*As per 45 CFR § 2522.220 of the AmeriCorps Provisions, an AmeriCorps member (participant) will only be eligible to serve a second or additional term of service if that individual has received satisfactory performance review(s) for any previous term(s) of service in accordance with the requirements of paragraph (d) of this section. Mere eligibility for a second or further term of service in no way guarantees a participant selection or placement.*

1. **Member Hours**
2. Mid-Term: Is the participant on track to complete the required number of hours per his/her member service agreement?

Yes

No

1. End of Term: Did the participant complete the required number of hours per his/her member service agreement?

Yes

No

1. **Assignment/Task Completion**
2. Mid-Term: Is the participant on track to satisfactorily complete assignments, tasks, or projects?

Yes

No

1. End of Term: Did the participant satisfactorily complete assignments, tasks, or projects?

Yes

No

1. **Other Performance Criteria**
2. Mid-Term: Is the participant on track to meet any other performance criteria which were clearly communicated both orally and in writing at the beginning of the term of service?

Yes

No

1. End of Term: Did the participant meet any other performance criteria which were clearly communicated both orally and in writing at the beginning of the term of service?

Yes

No

1. **final Evaluation only: Was the member’s overall performance during their service term satisfactory, and based on his/her performance, should the member be eligible for an additional term and the Segal Education Award?**

*\*If you answer “No” for this question, it will affect the individual’s eligibility to receive an education award at the end of term and prevent him/her from serving again as an AmeriCorps member, as per federal AmeriCorps regulations.*

Yes

No

**III. PROGRAM- OR POSITION-SPECIFIC PERFORMANCE**

[OPTIONAL – Insert program- or position-specific performance evaluation criteria here].

**IV. ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of this performance evaluation and that I have had an opportunity to discuss it in detail with my supervisor. I further acknowledge that a copy of this evaluation will be added to my AmeriCorps member file.

I understand that receiving a “No” on question 4 above will affect my eligibility to receive an education award at the end of my term of service and/or will prevent me from serving again as an AmeriCorps member, as per federal AmeriCorps regulations.

If I have any objections to the information contained within this evaluation, I will submit them in writing and a copy of my written objections will be added to my AmeriCorps member file.

\_\_\_\_ \_\_

Member Signature Date

\_\_\_\_ \_\_

Supervisor Signature Date