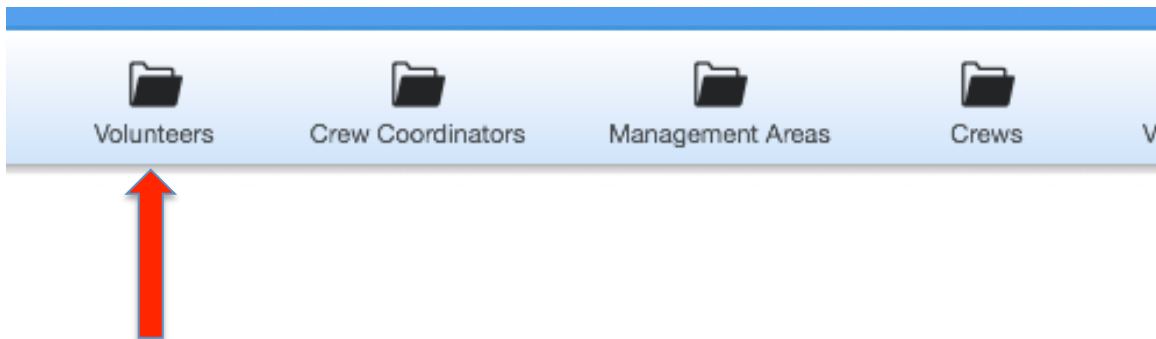


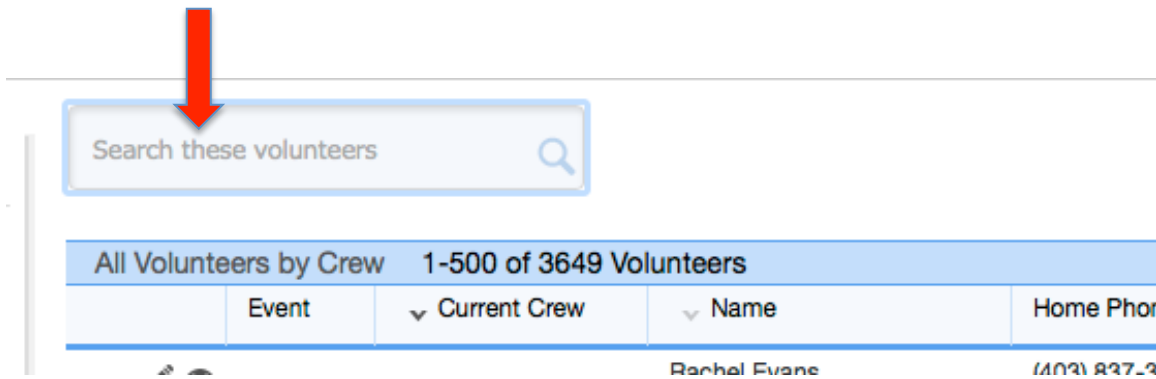


Volunteer Evaluations

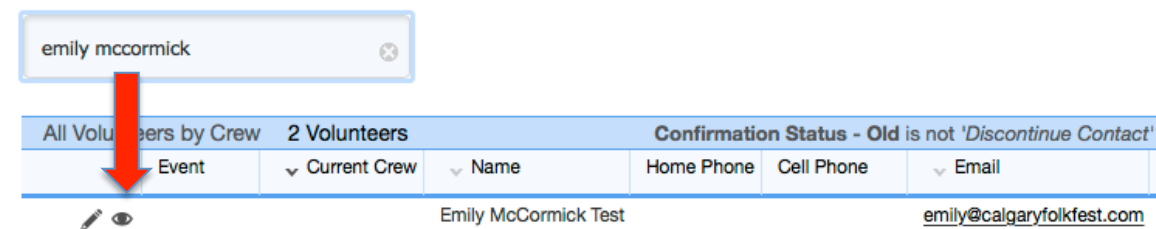
1. Click on the **'Volunteers'** tab



2. Under **'Search these volunteers,'** type in the name of your frontline volunteer



3. Click on the **eye** icon by the volunteer's name





4. You are now on your volunteer's profile page
5. Scroll down to '**Volunteer evaluations**' and click on '**Add Volunteer Evaluation**'

Volunteer evaluations

Add Volunteer Evaluation

Evaluation	Comment	Evaluation Year	Crew	Event	Rating
No volunteer evaluations found					

6. Select the **Event Crew** that the volunteer was on

Volunteer Evaluations | Add Volunteer Evaluation

SETTINGS | REPORTS & CHARTS

Volunteer - Name: Emily - McCormick Test

Event Crew *

Evaluation Year

Event Date

Comment

Rating *

7. Select the **Evaluation** (Follow-up Required; Last Minute Drop Out; No-Show; Special Recognition; Welcome Back)

Volunteer Evaluations | Add Volunteer Evaluation

SETTINGS | REPORTS & CHARTS

Volunteer - Name: Emily - McCormick Test

Event Crew *

Evaluation Year

Event Date

Comment

Rating *



8. Choose a **Rating** for the volunteer (0-5)


Score	Evaluation	Description	Action
0	No Show	No show volunteer. Did not show up for one or more shifts, and did not provide notice or a valid excuse.	Dismissal
1	Follow Up Required	Poor volunteer. Showed up to shifts, but did not meet any expectations.	Follow Up / Dismissal
2	Follow Up Required	Unsatisfactory volunteer. Did not meet some expectations.	Follow Up
3	Welcome Back	Satisfactory volunteer. Met all expectations.	Welcome Back
4	Welcome Back	Great volunteer. Met all expectations, and exceeded some expectations.	Welcome Back
5	Special Recognition	Excellent volunteer. Exceeded all expectations.	Special Recognition

unteer Evaluations } Add Volunteer Evaluation
SETTINGS REPORTS & CHARTS

Volunteer - Name: Emily - McCormick Test Crew: Crew

Event Crew *: Make a Selection... Crew: Crew Event Date:

Evaluation Year:

① Evaluation *: Rating *: 

Comment:

9. Enter comments about the volunteer in the **Comment** section


unteer Evaluations } Add Volunteer Evaluation
SETTINGS REPORTS & CHARTS

Volunteer - Name: Emily - McCormick Test Crew: Crew

Event Crew *: Make a Selection... Crew: Crew Event Date:

Evaluation Year:

① Evaluation *: Rating *:

 Comment:



10. Click on the **Save** button



Volunteer Evaluations **Add Volunteer Evaluation**
[TINGS](#) [REPORTS & CHARTS](#)

Volunteer - Name Emily - McCormick Test **Crew**

Event Crew * Make a Selection... **Crew** **Event Date**

Evaluation Year

Evaluation * **Rating ***

Comment

Save