

ArchaeoCorps Member Final Evaluation

Evaluator _____

Member _____

ArchaeoCorps members professional development is an important component of our program. Formal evaluations will be conducted twice during the member’s service year, at mid-term and towards the end of member’s terms of service. Meaningful evaluations are opportunities to communicate openly about a member’s performance and service experience. Performance evaluations are intended to be a mutual exchange of information; therefore, providing candid responses is very important. The first page is meant to be completed by the site supervisor and the second page will be completed by the member before the in-person evaluation meeting. Please review the evaluation form with your member prior to submitting it to ARI staff.

The following competencies have been identified as areas of importance for member success. Using the scales provided below, please evaluate the member based on her/his day-to- day performance and your observations as the site supervisor.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Additional Comments:
Maturity and Professionalism				
Takes Initiative and Plans Ahead				
Maintains professional relationships with staff and other stakeholders of ARI				
Leads programming and experiences to ARI standards				
Positive Attitude				
Completes Assigned Tasks				
Quality and timeliness of communication				
Uses feedback to improve performance				

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Meets deadlines				
Communicates with visitors effectively				
Team player with all ARI staff, ArchaeoCorps members and volunteers				
Displays solid understanding of the ARI mission, vision and goals				

Please use specific examples to illustrate your answers below.

In what ways has the member shown the greatest growth:

If you could give the member one piece of advice, what would it be:

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The following questions are meant to promote conversation about the member's experience. Each member should fill out the portion below.

Reflecting on your year of service, what experience impacted you the most deeply?

What are you most proud of accomplishing as an AmeriCorps member?

What has been your biggest challenge?

In what ways were you best supported by your Site Supervisor or other Site staff?

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Are there ways that your Site Supervisor could have better supported your success (or could support future members more effectively)?

What training topics or additional resources do you wish you'd had to set you up for success and allow you to be more impactful in your service? What would you recommend for future members serving with this site?

What are your goals after your year of service? Is there anything your site supervisor could do to support these?

Is there anything else you would like to share that hasn't been asked?

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AmeriCorps Member Evaluation

Member Agrees _____ Member Does Not Agree _____

Member Signature:

_____ Date _____

Supervisor Signature:

_____ Date _____

Program Manager Signature:

_____ Date _____

Final number of hours completed (to be filled in by ARI Staff):

Direct Service _____ Training _____ Total _____