

Member Mid-Term Evaluation

Archaeological Research Institute

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. 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/their 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				
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				
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Please use specific examples to illustrate your answers below.

Member Strengths:

Areas for Growth:

FOR MEMBERS ONLY

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

What has been the best part of your experience so far?

What has been your major accomplishment thus far as an ArchaeoCorps member?

What has been your biggest challenge?

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

Are there ways that your Site Supervisor can better support your success?

What training topics or additional resources would help you be more impactful in your service?

Goals Moving Forward (identify at least 3, can be a mixture of professional/personal):

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

Number of hours completed at time of evaluation (member can check Oncorps):

Direct Service _____ Training _____ Total _____

AmeriCorps Member Evaluation

Member Agrees _____ Member Does Not Agree _____

Member Signature

_____ Date _____

Site Supervisor Signature

_____ Date _____