

# Evaluation Criteria for Employee Volunteer Program

Date: \_\_\_\_\_

To: [Employee Name]

From: [Evaluator Name]

Subject: Evaluation Criteria for Your Participation in the Employee Volunteer Program

## Overview

This letter outlines the evaluation criteria that will be utilized to assess your contributions to the Employee Volunteer Program. These criteria will guide us in recognizing your efforts and the impact of your volunteer work.

## Evaluation Criteria

1. **Participation:** Active involvement in volunteer activities and events.
2. **Impact:** Positive outcomes generated through the service provided.
3. **Team Collaboration:** Ability to work well with others during volunteer engagements.
4. **Commitment:** Consistency and reliability in attending scheduled volunteer opportunities.
5. **Leadership:** Demonstration of initiative and leadership during projects.

## Scoring System

Each criterion will be scored on a scale of 1 to 5, with 1 being "Needs Improvement" and 5 being "Exceptional." The total score will help determine your overall contribution rating.

## Next Steps

Please be prepared to discuss your experiences and reflections on your volunteer work during the evaluation meeting scheduled for \_\_\_\_\_.

Thank you for your commitment to making a difference through your volunteer efforts.

Sincerely,

[Evaluator Name]

[Title]

[Company Name]