

# MLSA VISTA MEMBER EVALUATION FORM

<b>VISTA:</b>		<b>EVAL. PERIOD</b>	<b>DATE OF EVAL:</b>
<b>SUPERVISOR:</b>			
<b>SITE:</b>			

**SCALE:**

1 = Frequently fails to meet acceptable standard  
 2 = Occasionally fails to meet acceptable standard  
 3 = Meets acceptable standard

4 = Sometimes exceeds acceptable standard (very good)  
 5 = Frequently exceeds acceptable standard (outstanding)  
 NR = Not Relevant

## I. PRODUCTIVITY & DEPENDIBILITY

<i>A. Uses time productively</i>	<b>VISTA</b>		<b>SUPERVISOR</b>	
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<b>COMMENTS</b>	
<b>VISTA</b>	
<b>SUPERVISOR</b>	

<i>B. Accepts supervision.</i>	<b>VISTA</b>		<b>SUPERVISOR</b>	
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<b>COMMENTS</b>	
<b>VISTA</b>	
<b>SUPERVISOR</b>	

<i>C. Conscientious, responsible and reliable with respect to work completion schedules, deadlines, as well as attendance; keeps regular office hours, calls in sick; doesn't abuse sick leave; coordinates time off with others.</i>	<b>VISTA</b>		<b>SUPERVISOR</b>	
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<b>COMMENTS</b>	
<b>VISTA</b>	
<b>SUPERVISOR</b>	

<i>D. Demonstrates ability to adjust to changing job requirements and/or volume of work; uses resources, including time, effectively and efficiently; learns and uses technology to improve productivity.</i>	<b>VISTA</b>		<b>SUPERVISOR</b>	
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<b>COMMENTS</b>	
<b>VISTA</b>	
<b>SUPERVISOR</b>	

## II. SKILLS & KNOWLEDGE

<i>A. Shows initiative and flexibility.</i>	<b>VISTA</b>		<b>SUPERVISOR</b>	
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<b>COMMENTS</b>	
<b>VISTA</b>	
<b>SUPERVISOR</b>	

## II. SKILLS & KNOWLEDGE (cont.)

B. *Verbally conveys information in a clear and accurate manner in a variety of settings.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

C. *Consistently produces accurate work.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

D. *Completes work in a timely manner.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

E. *Ability to prioritize.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

F. *Works collaboratively with agency staff, community organizations and others to achieve the identified goals and objectives.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

G. *Explores and suggests new (creative/innovative) approaches and methods for completing tasks.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

## II. SKILLS & KNOWLEDGE (cont.)

H. *Accepting of feedback on work product.*

VISTA

SUPERVISOR

COMMENTS

VISTA

SUPERVISOR

## III. OTHER

*Please indicate the VISTA's 3 greatest strengths:*

VISTA

SUPERVISOR

*Please indicate the VISTA's 3 areas for improvement:*

VISTA

SUPERVISOR

*Additional Comments:*

VISTA

SUPERVISOR

### CERTIFICATION

By signing, I certify that both the site supervisor/evaluator and the VISTA have reviewed and discussed each rating.

Name of VISTA: \_\_\_\_\_

Signature of VISTA: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

VISTA Project Coordinator: \_\_\_\_\_

Signature of VISTA Proj. Coord.: \_\_\_\_\_ Date: \_\_\_\_\_