

Appendix B

Employee Evaluation Form

To help *Friends Helping Friends* improve and develop our organization's effectiveness we would like you to complete the following evaluation. This is a valuable tool for us and will assist in the planning and preparation for future programs.

How would you rate your experiences in relation to: (Please tick the appropriate box)	Excellent	Good	Fair	Poor
Overall experience				
Pre-placement Information: Employee Answers				
Expectations of the organization were clear				
Preparation materials provided				
Individual contact by telephone, email or in person				
Understanding of job expectations and details				
Orientation & Induction: Employee Answers				
Completion of formal induction & orientation process				
Standard of formal induction & orientation process				
Policies & procedures easily understood and accessible				
Activities: Evaluator Answers				
Does the employee know how to do the job completely and correctly?				
Does the employee possess the skills to complete their job?				
Is the employee punctual? Can they be depended on to get the job done?				
How accurate, timely and complete is the employee's work?				
Supervision: Employee Answers				
Availability of supervisor				
Supervisor was approachable & supportive				
Regular supervision				
Standard of supervision				
Support from staff other than supervisor				
Performance Evaluation: Evaluator Answers				

Professional & appropriate feedback provided by supervisor				
Feedback provided at appropriate time & place				
Opportunity to discuss feedback				

Employee Experiences:

1. My employment goals and objectives were/were not met, please explain.

2. What was the most enjoyable part of my employment?

3. The two most useful things in my employment were ...

4. What was the least enjoyable aspect of employment?

What could *Friends Helping Friends* improve on:

1. Do you have any suggestions about how your employment experience could be improved?

2. Are there any additional resources, information, or activities you think would improve future employment at Friends Helping Friends?