

3. EFFECTIVENESS


- 4** Welcome opportunities to learn information or procedures that will make work more effective
- 4** Follows through on assignments
- 3** Willing to ask questions when in doubt
- 3** Uncovers and communicates all pertinent facts

Comments: _____

Benefits to staff from working with this volunteer are: **██████████ assists the Supervisor of Operations by answering the door for those who come to the open house. ██████ gets visitors started by giving them a brief history and showing them around the first floor of the house. ██████ lets the Supervisor know if the visitor has additional questions that ██████ may not be able to answer, or that may pertain to rental of the space.**

Benefits to program from this volunteer's skills, experience and knowledge are: **██████████ has a great disposition, and is a wonderful first impression to the visitors. ██████ knowledge through past employment assist the supervisor with ability to address the public in professional manner, to assist in decorating the mansion for various events, and staging the home with publications that may suit the visitors curiosity.**

Additional Comments: _____

Signature of Supervisor: 

Date: 2/24/15