



AmeriCorps for the Adirondacks
North County Workforce Partnership
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Instructions for Host Site Supervisor-Member Performance Review

- AmeriCorps regulations require the completion of member performance evaluations. Two evaluations, at the mid-point and the end of service, are required for all full and half-time members.
- Please complete the attached Member Performance Review.
- Member Performance Reviews are to be completed by both the member and site supervisor.
- Member should be allowed to comment on their evaluation.
- Host sites should include the total number of hours served on the document for members on both the mid-term and final evaluation.
- The host site will send the **original signed copy** member evaluation form to the AmeriCorps for the Adirondacks, Program Coordinator by the specified **date**:
- The host site will maintain a copy of this record for their members file. Host sites should create a member file and maintain all records for a period of seven years.
- The *AmeriCorps for the Adirondacks* Project will maintain the original copy in the member's file and will use exit evaluation to certify that the member has served out their agreed upon term of service.