

MONTANA CONSERVATION CORPS

Evaluation Guidelines- 2020

Evaluations are a cooperative, improvement process between all parties involved. Evaluations are an important part of any supervision or management relationship. Ideally, the process should contain no surprises since performance feedback should be provided and received on an ongoing basis. Evaluations are a formal summary of this feedback.

Evaluation Guidelines

- Should be given in the spirit of helpfulness and improvement rather than punishment.
- Should contain both acknowledgment of strengths and successes as well as identification of areas that need work.
- All evaluations for AmeriCorps members, including self-evaluations will be conducted using the Evaluation Form.
- Evaluations must include legal first and last names of recipients, and must include the first and last name of the MCC staff reviewer.
- Evaluations must be **IN INK or TYPED** and should include **BOTH** ratings **AND** written comments.
- **Staff evaluations of members and leaders must be typed.**
- Include specific examples that support scores.
- CLs are not allowed to conduct evaluations independently as per AmeriCorps policy. Staff **must** be involved in the evaluation process and **must** sign off on all evaluations. **Staff members are the responsible party.**
- All evaluations **must be signed and dated by all parties.** Incomplete forms will be returned
- Regional staff should document delivery of evaluations under each individual participant's Salesforce account, designating either mid-term or final evaluation.
- The **original** of each Evaluation Form should be sent to the State office once signed and dated.

Participant Self-Assessment

- Participant's self-assessment of level of proficiency and comfort with each item.
- Novice and Emerging skill assessments at the beginning of the season are **preferable** because it more likely gives an accurate impression of the participant's skill level and allows room for growth during their term.
- If someone starts out proficient in most areas of the evaluation, they do not stand to gain much from the MCC training and/or experience.

Staff Evaluations of Participant- reference Evaluation Schedule

- **Explain this philosophy and grading system before the initial supervisor evaluations so that participants can be honest about their skills at the start.**
- Comments should be developed using the competencies provided, though not limited to just those provided.
- Staff should be as accurate and intentional as they are able during the first evaluation, being careful to not inflate ratings.
- We hope for change during the year, attributable to the impact of the MCC experience.

MONTANA CONSERVATION CORPS

Evaluation Guidelines- 2020

Corpsmember Feedback (CM) - reference Evaluation Schedule

- Crew Leader (pairs) should complete only one Evaluation form for each corpsmember at each evaluation period. Do not do separate evaluations.
- If opinions vary, use the same form and write separate comments using different colors of ink.
- Evaluations should include an overall proficiency rating for each competency
- Evaluations should include narrative comments, developed using the Evaluation Competencies and should include examples of specific behavior.
- Evaluation forms are then turned in to staff for review. Staff **must** provide oversight for the evaluation process before CMs receive their evaluation.
- FCs review the Evaluation forms and make recommendations or changes as necessary.
- FCs return the Evaluation forms to leaders who then present to members.

Corpsmembers feedback for Crew Leaders (FCL/YCL) - reference Evaluation Schedule

- Corpsmembers fill out the Participant Regional Feedback Form, one for each Crew Leader
- Comments should be developed using the Evaluation Competencies
- Evaluation Forms are then turned into Field Coordinators for review
- FCs return CMs' individual feedback to CMs after review, following up with CMs when necessary.
- CMs deliver

Final Evaluations (FCL, YCL, CM) - reference Evaluation Schedule

A final evaluation must be completed on all leaders and members, even with an early exit, during the final week of their term.

Corpsmember Evaluations

- Follow the same guidelines as for mid-season evaluation
- Dates should be within final week of term

Regional Staff Feedback from Corpsmembers and Crew Leaders (FCL, YCL, CM)

- Corpsmembers and Crew Leaders complete the regional staff evaluation form at the completion of their service term.
- Feedback delivery for Regional Staff can be conducted in several ways:
 - Staff meets with crew and/or leaders directly
 - Staff meets with each individual CM or CL
 - Crew meets with Regional Staff to share feedback who then compiles summary of feedback
 - All feedback forms given to staff

Seasonal Staff Evaluations

- All Seasonal Staff (Staff Leaders/FC) receive one evaluation from their supervisor per season, at the end of their terms.
- New staff is required to have an evaluation at the conclusion of their probationary period, six months from their start date.

Short Term Members

- Members enrolled in terms of 675 hours or longer are required to have a midseason and final staff evaluation.