



FELLOW REFLECTION & END-OF-SERVICE EVALUATION

Note: This evaluation tool aligns with the NACE Career Readiness Competencies to help Fellows reflect on and develop skills essential for workplace and civic success.

Name of Fellow:	Date of Review:
Name of Reviewer/Supervisor:	
Host Site/Community Partner:	Review Period:

Note: This end-of-service evaluation is a required part of the College Corps program and serves as a tool for reflection, feedback, and professional growth. It supports alignment between Fellows and host sites and reinforces the program's dual mission of community impact and student development.

PURPOSE OF EVALUATION

College Corps is more than a volunteer opportunity—it is a **structured program focused on both community impact and Fellow development**. While Fellows are contributing valuable service to their host sites, they are also gaining critical **professional skills and experience** that prepare them for future careers and civic leadership.

This evaluation is designed to support a shared understanding between the **Fellow and host site supervisor**. It serves as an opportunity to:

- Provide **feedback on service performance**, professionalism, and workplace behaviors
- Reflect on **growth areas and accomplishments**
- Reinforce the program's dual goals of **community service and professional development**

Fellows and supervisors are encouraged to approach this process as a **two-way conversation** that helps the Fellow succeed while strengthening the partnership between SF State and community organizations.

Definitions

To standardize ratings, site supervisors should use the following definitions. Specific observations related to a Fellow's service, training participation, and engagement with the community and host site should be included to justify each rating.

DEFINITIONS		
E	Exceptional	Student staff member demonstrates an in-depth understanding of the importance of the job aspect and consistently exhibits exceptional performance well beyond what is required.
EE	Exceeds Expectations	Student staff member seeks a more in-depth understanding of the importance of the job aspect and exhibits a higher level of performance than what is required.
ME	Meets Expectations	Student staff member understands the importance of the job aspect and is performing related tasks well.
IN	Improvement Needed	Student staff member does not consistently meet our high expectations. A performance improvement plan should be included with this rating.
CBE	Consistently Below Expectations	Student staff member consistently demonstrates lack of understanding or a disregard for the importance of the job aspect and needs to improve performance of the related tasks to meet the requirements.



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CRITERIA	E	EE	ME	IN	CBE	BASIS FOR RATING (Required):
Understanding of Service Role: Demonstrates understanding of their role as a College Corps Fellow, including responsibilities at the host site and expectations from the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Quality & Engagement: Demonstrates dedication to delivering meaningful service; is thoughtful, thorough, and takes initiative in their service work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equity & Inclusion: <i>Demonstrates respect for diverse perspectives; actively works to create inclusive, welcoming environments in their service setting.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consistency in Service Hours: <i>Meets expected weekly hours at the host site; manages time well and avoids distractions during service.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CRITERIA	E	EE	ME	IN	CBE	BASIS FOR RATING (Required):
Communication & Collaboration: Communicates clearly and respectfully with host site supervisors, peers, and College Corps staff; seeks feedback and acts on it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative & Leadership: Proactively contributes to their site; seeks support or clarification when needed; takes initiative to deepen their impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability & Follow-Through: <i>Shows up reliably for scheduled shifts and events; completes tasks and commitments in a timely manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance & Timeliness: Consistently attends service and required program events on time; follows appropriate protocols for absences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork & Professionalism: <i>Works well with others, demonstrates respect, and contributes positively to the team culture—both at their host site and with peers.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CRITERIA	E	EE	ME	IN	CBE	BASIS FOR RATING (Required):



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OVERALL EVALUATION: *based on
individual ratings above*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Host Site Supervisor Comments:

Suggested actions for development and improvement areas:

FELLOW REFLECTION:

What is one skill you've strengthened during this period? How does it connect to your academic or career goals?