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| **Placement Site:** | | | | |  | | **Site Supervisor:** | |  | |
| **Mentors:** | | | |  | | | | | | |
| **Date:** | | | **January – February, 2018** | | |
| The following feedback form outlines WSP’s expectations for Placement Site partners. The purpose of this form is to serve as an evaluation tool and provide meaningful feedback to Placement Sites. WSP will evaluate Placement Sites using this form twice a year: after Placement Site visits, and at the end of the program year. WSP will gather information for evaluation through Placement Site visits, conversations with Members and Mentors, and from Member’s Placement Site Evaluations. This form will be used to assist with Placement Site Training topics, program design, and Placement Site selection. WSP hopes Placement Sites will use this feedback to improve the Member experience at their site. | | | | | | | | | | |
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|  |  | | |  | | | | **Mid-term** | | **End-of-term** |
| **Member Activities** | **Watershed Recovery** | | | Required percentage of Members’ activities are being spent on Watershed Recovery and Protection. | | | |  | |  |
| Members’ Placement Site activities align with WSP's mission. | | | |  | |  |
| **Watershed Awareness**  **Project (WAP)** | | | Members receive Placement Site support while planning their WAP, and are given ample time to do so. | | | |  | |  |
| Mentors assist Members with the WAP Pre/ Post Assessments. | | | |  | |  |
| **Education  & Outreach** | | | Members receive Placement Site support while planning and conducting their WOW! Series and are given ample time to do so. | | | |  | |  |
| Members are provided time to attend their Required Outreach Event. | | | |  | |  |
| **Member**  **Development** | | | Members are sufficiently trained and supported in fieldwork activities by Placement Site. | | | |  | |  |
| Members are provided with professional development opportunities from their site. | | | |  | |  |
| Members are provided time and resources to attend WSP’s required trainings. | | | |  | |  |
| **Support and Supervision** | | Mentors ensure Members are not engaging in any prohibited activities (including, but not limited to: fundraising, voter registration, and handling money or alcohol). | | | | | |  | |  |
| Members are provided with at least four hours of office time each week (for WSP-related communication, project planning, paperwork and documentation) | | | | | |  | |  |
| Member-Mentor meetings occur on a regular basis (at least once a month). | | | | | |  | |  |
| Mentors complete a Member/Mentor Agreement with their Member and submit to WSP by the deadline. | | | | | |  | |  |
| Members are supervised on a daily basis and never permitted to work from home. | | | | | |  | |  |
| Members are provided with a high-quality experience, including a variety of activities and projects. | | | | | |  | |  |
| Mentors are accessible and approachable to Members. | | | | | |  | |  |
| Members are provided with a site vehicle or reimbursement for use of personal vehicle for work related trips. | | | | | |  | |  |
| Placement Site’s address down times/slow seasons by seeking appropriate opportunities for Member’s through WSP and local partners. | | | | | |  | |  |
| **Safety** | Placement Site provides Members with a safe work environment and ensures Member is always accompanied in the field by a first aid/CPR trained person. | | | | | | |  | |  |
| Mentor conducts weekly Safety Meetings and submits the WSP Safety Log on time. | | | | | | |  | |  |
| Members are trained in the use of all tools and given appropriate personal protective equipment (PPE) before beginning projects. | | | | | | |  | |  |
| Members are trained in the Placement Site’s Illness and Injury Prevention Plan, as well as other site-specific safety protocols. | | | | | | |  | |  |
| Placement Site has submitted all JHA's to WSP and reviewed with Members. | | | | | | |  | |  |
| **Documentation** | Placement Site Handbook is updated and submitted to WSP by deadline. | | | | | | |  | |  |
| Orientation Checklist is reviewed with Member and submitted to WSP by deadline. | | | | | | |  | |  |
| Member Performance Reviews are completed and submitted to WSP by deadlines. | | | | | | |  | |  |
| WSP’s Program Evaluation is completed by at least one Placement Site representative and submitted to WSP by deadline. | | | | | | |  | |  |
| Mentor ensures timesheets are accurate and supports Member’s timely submission of all required paperwork. | | | | | | |  | |  |
| Contracting paperwork is submitted to WSP by the deadline. | | | | | | |  | |  |
| **General Compliance** | Members are provided with an adequate workspace (including desk, chair, telephone, and computer with internet). | | | | | | |  | |  |
| Placement Site helps uphold the WSP Uniform Policy. | | | | | | |  | |  |
| WSP Placement Site Training is attended by all required Placement Site representatives. | | | | | | |  | |  |
| WSP Placement Site Visit is attended by all required Placement Site representatives. | | | | | | |  | |  |
| WSP Recognition Ceremony is attended by all required Placement Site representatives. | | | | | | |  | |  |
| Placement Site accepts feedback well and makes adjustments to improve Member experience. | | | | | | |  | |  |
| WSP/CCC/AmeriCorps Signage is displayed at site. | | | | | | |  | |  |
| Mentors maintain regular communication with WSP including staff or organizational changes. | | | | | | |  | |  |
| Mentors notify WSP of any challenges Member’s experience (personal or professional) that may prevent them from completing WSP term requirements. | | | | | | |  | |  |
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| **Strengths:**  **Challenges:** | | | | | | | | | | |
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| **Action Items:** | | | | | | | | | | |