

4s. Member Evaluations

All full-time and all half-time members must have a mid-term and end-of-term written evaluation (45 CFR 2522.220 and 45 CFR 2526.15) Mid-term evaluations are not required for members who exit before the mid-point of their terms, or for members serving less than half-time. All members, regardless of term of service or successful completion, must have a written end-of-term evaluation. Member evaluations should contain both the member's and supervisor's signatures and be dated by both parties. The end-of-term evaluation should address at a minimum: whether the member has completed the required number of hours, whether the member has satisfactorily completed assignments, and whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

All members who exit early must have a member end-of-term evaluation completed at the time of their exit and the evaluation must be maintained in the member file. They are not required to have a mid-term evaluation if exited before the mid-point of their service. Completing the exit form in the eGrants/My AmeriCorps Portal is not sufficient to meet the evaluation requirement.