

Site Visit Checklist/Evaluation

Completed by the Program Coordinator after the Site Visit

Rating System

For each of the categories in the table below, give the category a score and make notes as needed.

Score

- 1 = Systems, structures, or programming do not exist in this area, or are very poorly matched to our program.
- 2 = Systems, structures, or programming in this area exist but do not meet expectations. Changes are required to fit program expectations.
- 3 = Adequate, meets basic expectations, but could be improved/deepened/expanded in ways that would produce a better experience for all involved.
- 4 = Very good, meets our expectations, on track for success. We do not expect significant changes or improvements.
- 5 = Excellent, exceeds our expectations. Could serve as a model for other sites.

Date:	Site:
Hours Completed:	Member:

	1	2	3	4	5	Notes
ADMINISTRATION						
Responsiveness to statewide program requests for info.						
Required paperwork , including reports, is submitted on time						
MEMBER SUPPORT						
Member appears well integrated into the site						
Appropriate supervision is provided, including a feedback loop between the member and supervisor						
Member receives necessary site-specific training						
Member participates as expected in statewide activities , training, program						
Member's physical workspace and equipment meet expectations						
Sustainability -- enduring systems are in place so the efforts don't end when the member leaves						

1 2 3 4 5

Notes

PROGRAM – Alignment with position announcement and progress towards goals

1. Improving Park Land projects are occurring and are successful						
2. Interpretive and Educational Products and Programs / I&E survey collection projects are on track						
3. Volunteer Capacity Building projects are on track						
4. Community Outreach is on track						
5. Site is Supportive of pursuing program goals and avoiding activities not in line with program						

PROGRAM – SITE CAPACITY

Recruitment site participates in the recruitment process and the position is appealing to applicants					
Application Process was smooth, with good communication from the site to the program					
Organizational Capacity site will be a good future host site					

Comments from the Program: