

**WILTSHIRE COUNCIL  
EMPLOYEE VOLUNTEERING SCHEME**

**3 Month Review**

**To be completed by the line manager at a review meeting or as part of supervision, 3 months approx after the volunteering activity, to evaluate effect of volunteering on delegate's development.**

NAME		DATE
VOLUNTEERING ACTIVITY		
DATE ACTIVITY COMPLETED		

**1. To what extent did the development activity meet the delegate's needs? (tick one box)**

Completely	A lot	Some	A little	Not at all

**2. List the Knowledge / Skills / Behaviour that were gained by undertaking the development activity:**

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**3. Has performance improved? YES / NO (delete) If NO, what are the reasons?**

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**4. How has the improvement in performance been demonstrated? (Give specific examples)**

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**5. How has the improvement in performance benefited your team / office / unit?**

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LINE MANAGER'S SIGNATURE	STAFF MEMBER'S SIGNATURE	PDP UPDATED?
		Yes/No

