



**Volunteer Services Department  
12141 Richmond Avenue  
Houston, TX 77082**

West Houston Medical Center strives to care for people through the provision of high quality medical services. Volunteers play a large role in delivering quality services, by serving in a variety of positions throughout the organization. Volunteers must possess self-motivation and maturity. This form assesses the applicant's ability to fulfill the responsibilities involved in our volunteer programs.

Shabana Qureshi  
Volunteer Coordinator

Name of applicant: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

- Ratings:**
- 1. Needs improvement**
  - 2. Fair**
  - 3. Very good**
  - 4. Outstanding**

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Displays courtesy, tact, patience.                         | 1 | 2 | 3 | 4 |
| 2. Works well with a diverse population.                      | 1 | 2 | 3 | 4 |
| 3. Exhibits interest and enthusiasm for a volunteer position. | 1 | 2 | 3 | 4 |
| 4. Accepts supervision in a positive way.                     | 1 | 2 | 3 | 4 |
| 5. Seeks opportunity to improve and advance.                  | 1 | 2 | 3 | 4 |
| 6. Accepts responsibility and commitment.                     | 1 | 2 | 3 | 4 |
| 7. Is dependable and punctual.                                | 1 | 2 | 3 | 4 |

Other comments: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_