YWCA NorthEastern NY

 Year End Evaluation

Report Year:\_\_\_\_\_\_\_\_\_\_\_

Program/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. People Served:

|  |  |
| --- | --- |
|  | Number of people served this year |
|  | Number of people not served due to lack of available slots |
|  | Number of people waiting to be served at end of year (due to waiting list)  |

II. Major Accomplishments During This Year:

 (Use additional sheets if necessary.)

III. Problems Encountered During This Year and Corrective Action Taken:

 (Use additional sheets if necessary.)

IV. Difficulties Accomplishing Yearly Goals and Objectives:

 Objectives must reflect those described in yearly goals and objectives report.

 (Use additional sheets if necessary.)

V. Plans for next year:

 Plans include anything new or continuing that the agency/program will attempt to accomplish in the next year.

 (Use additional sheets if necessary or attach goals and objectives for New Year.)

VI. Staffing Changes:

 Changes include new hires, terminations, changes in position or changes in salary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title or Position | Previous Salary | New Salary | Effective Date | Reason For Change |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |