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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |