



CTEP Site Review Tool

Date of visit: _____

Host site organization: _____

Member name: _____

Host site supervisor name: _____

CTEP staff name: _____

Instructions: Host site supervisors, please complete Sections 1 and 2 prior to the site visit with the CTEP staff member. We welcome candid but objective feedback on all sections. Feel free to continue comments on a separate page.

Section 1

Host Site Expectations	Yes	No	Comments
The member has access to adequate office space and equipment to complete required tasks (desk with access to quiet work area, computer, internet, printer/copier/scanner, phone). Office accommodation is accessible for people with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
The member received an orientation to the host site organization and staff (including members of leadership). Orientation included training and information on professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	
The member received basic training on the core tasks that the host site expects the member to complete.	<input type="checkbox"/>	<input type="checkbox"/>	
The member has received business cards branded with the AmeriCorps or	<input type="checkbox"/>	<input type="checkbox"/> No	

AmeriCorps ServeMN logo (<i>only applies to host sites providing member business cards</i>)		<input type="checkbox"/> NA	
The member and host site supervisor meet 1-hour each week to discuss member's service activities.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor received adequate information and training during pre-service orientation to meet CTEP program expectations.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor is familiar with key AmeriCorps and CTEP policies (branding, due dates, prohibited activities etc).	<input type="checkbox"/>	<input type="checkbox"/>	
The host site displays “AmeriCorps Serves Here” signage in a prominent location (e.g. entrance of the location where the member is serving).	<input type="checkbox"/>	<input type="checkbox"/>	
The member is not involved in host site fundraising or other activities prohibited by AmeriCorps.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor has or agrees to immediately inform CTEP program staff of member violations to their service agreement.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor has reviewed the member's data reporting requirements related to CTEP program output and outcome targets.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor approves member timesheets by the Monday after timesheets are due.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor completes their in-kind hours timesheet, loaded salary form, progress reporting, and other required documentation in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	
The host site supervisor ensures that member activities adhere to the Independent Service Hours policy.	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2

CTEP Program Expectations	COMMENTS
CTEP program staff responds to host site questions and inquiries in a timely manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CTEP program staff exhibits a clear and respectful communication style.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CTEP program staff is helpful in resolving member or program conflicts, if any.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CTEP program tools (Member Service Plan, OnCorps training, data collection and reporting) are clear and easy to understand.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3

Areas for Improvement

Program and/or service Issues may be identified at any time before or during the site visit by the member, host site supervisor and/or CTEP program staff. Any corrective actions and associated timelines for making corrections shall be mutually agreed upon by all parties.

CTEP member comments:

Host site supervisor comments:

CTEP program staff comments:

Signatures

CTEP member: _____

Date: _____

Host Site Supervisor: _____

Date: _____

CTEP Program Staff: _____

Date: _____