**Leader’s Feedback: Posting Assignment Final Summary:**

Posting ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hosting Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Leader (full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posted Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting dates (DD/MM/YY): Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this FINAL report (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This report is written by the Leader that has been giving supervisory oversight to the HFI Volunteer posted into the Opportunity Role at the completion of the assignment with the hosting Partner. This report is to summarize all accomplishments, outcomes and how the Key Success Factors for the Posting were or were not delivered. The Leader’s findings and feedback form a key input into the Lessons Learned posting debrief process and will help to inform ongoing improvements to future HFI Volunteer Postings.*

1. **Role-specific SUMMARY:**
2. Outcomes – How were they Achieved?
3. Key Success Factors – How were they Achieved?
4. What was the overall Quality of Professional/Technical Skills Delivered?
5. Did the Volunteer miss or fall short of the Partner’s expectation in fulfillment of the Role as defined and why?
6. Did the Volunteer exceed expectations or bring specific additional value to the Partner origination over and above what was expected and why?
7. **Relational SUMMARY:**
8. How did the Volunteer relate overall with you as their Leader and manage their day-to-day communications and interactions with
   1. You and your management?
   2. With their Coworkers:
   3. With other members of the Organization:
   4. With any benefactors served by the organization they were able to interact with directly?
9. Are there any areas of relationship building, communications and overall interactions by the Volunteer that fell short of your expectations and why?
10. **Knowledge Transfer and Training SUMMARY:**
11. How successful was the Volunteer in transferring their professional/technical knowledge and industry skillsets to their Coworkers and other recipients of this training and knowledge transfer?
12. Were there any gaps or shortfalls in knowledge or skillsets with the Volunteer that would have added further value to your team from this role assignment?
13. **Leadership Mentoring and Coaching SUMMARY:**
14. How successful was the Volunteer in coaching and mentoring their coworkers and yourself in Leadership principles and competencies?
15. Were there any gaps or shortfalls in areas of the Volunteer’s professional development or leadership competencies that hindered further growth taking place with their coworkers or yourself?
16. **Other Lessons Learned SUMMARY:  
      
    Please provide any specific areas that you feel stand out as some area or situation that went exceptionally well or an area that fell far short and must be improved as they directly relate to this Volunteer’s Posting by HFI with you as our Partner?**

* Overall logistics and processes before, during and following the Posting
* Interactions with HFI leadership and other personnel
* Accommodations or Transportation solutions
* Security or Safety
* Any other area?