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

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

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

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

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

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

Actual posting dates (DD/MM/YY): Left CA date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return CA date: \_\_\_\_\_\_\_\_\_\_\_\_

Date of this L-L meeting (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Location (room, address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What did HFI “Do Well” and how and where could have HFI “Done Better”? These findings are confidential and will be reviewed by the HFI Opportunity Review Council in order to take on any actions for improvement in HFI’s overall vision, mission, mandate and supporting Policies, Roles, Processes and Technology.*

1. **Posted Role with the Hosting Partner**

* How the partner welcomed you and were ready to integrate you into their team and help you get assimilated and productive quickly
* Role delivered vs. Opportunity role as published by the Partner
* Overall ability to deliver Professional/Technical services and achieve milestones
* Overall ability to add value to the organization’s mission and mandate

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Knowledge Transfer and Training Success**

* Degree to which you were able to provide specific professional/technical training to partner staff and transfer your knowledge to your coworkers
* Degree to which you were able to build and enhance the technical/professional business competence, capabilities and general know-how of your coworkers and leader

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Leadership Mentoring and Coaching**

* Degree to which you were able to impart leadership principles to coworkers or leader and develop their overall leadership capabilities and see evidence of leadership growth and maturity

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Role of the Hosting Partner**

* Providing an opportunity to serve their organization per the advertised role
* Provided a proper work delivery environment that was supportive, and conducive to a successful volunteer experience as a business/technical professional
* Openness to learn and receive knowledge transfer, be trained in professional skills, and passion to grow and develop as leaders
* Would you recommend this Partner to future HFI volunteers? Why or why not?

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Expense Reimbursement Process:**

* Efficiency and effectiveness of the HFI expense reimbursement processes and tools/templates
* Speed of turnaround of expense reimbursement requests
* Overall handling of Posting Budget vs. actual expenses

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **On-site Living, Transport and Travel to/from the field posting Other Observations and Learning’s regarding your Posting:**

* Overall pre-departure briefing
* Flights to/from posting city
* Living Arrangements
* Transportation Arrangements
* Historical & Cultural / City and People

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Pre-Posting Application Approval stage:**

* Volunteer’s interaction with HFI.ca and other social media presences
* Volunteer’s view of HFI Vision, Mission, Statement of Faith, Statement of Christian Conduct and Practice
* Opportunity Posting Guideline and other supporting documentation
* Posting application, review and approval process, communications with HFI

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Pre-Departure stage:**

* Budget preparation, Funding account and fund raising, travel and living arrangements
* Posting MOU and Release
* Overall interactions with HFI Logistics Coordinator
* Overall interactions with HFI Opportunity Coordinator

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Upon your Return to Canada**

* Follow-up with HFI Coordinators including debriefing session
* Effective processes to wrap up your final expense reimbursement and close down your Posting Account
* Being able to capture the essence of your volunteer service story and overall sense of appreciation for the services you gave as a volunteer and relationships you built with the on=iste team.

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Any other general learning from the volunteer’s end-to-end experience not captured above?**

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |