*** Short Term Visitor/Intern***

 ***Ministry Evaluation***

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| **Short Term Visitor/Intern Information**  |
| Name |  | Today’s Date |  |  |
| Supervisors/Managers |  | Ministry Period |  |  |
| Ministry / Dept. |  |  | (from) | (to) |

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| **Short Term Visitor/Intern Self Evaluation** *(to be completed by Short Term Visitor)* |
| Thank you for taking the time to complete the following self-evaluation. This is intended to help you and your supervisor/manager improve future short term experiences and understand the impact of this ministry on your life. |
| 1. | **List the things that you were able to do, see and participate in during this internship:** |
|  |  |
| 2. | **How would you rate your experience in the following areas:** (Scoring: 5 Great, 4 Good, 3 Fair, 2 Needs improvement, 1 Poor)(please give comments on each one as appropriate)Travel and transport 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Food/Accommodation 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technical ministries 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Spiritual ministries 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Language Learning 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cultural Adaptation 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Interactions with Nationals 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Interactions with Missionaries 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Financial Matters 5 4 3 2 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | **Expectations you had for this internship.**What were the things that you expected to do, see or participate in during your internship?How did you feel that the activities in which you participated matched with the expectations that you had?  |
|  |  |  |  |  |
| 4. | **Improvements** |  |  |  |
|  | What are some ways that CVM could improve your experience and ministry opportunities?What are some ways that the CLIDE team could improve your experience and your ministry opportunities?What are some things that you could have done to improve your experience and your ministry opportunities? |
|  |  |
| 4. | **Future Plans** |  |  |  |
|  | What spiritual lessons have you learned through this experience?In what other ways has this experience impacted your life? In what ways do you see that God could use this ministry opportunity in your life in the future? |
| **Manager Review** *(to be completed by supervisor)*  |
| The Performance Review requires a supervisor to provide an honest assessment of an intern’s performance, spiritual growth and accomplishments.  |
| 1. | **General assessment of the intern’s ministry time with CLIDE** |
| 2. | **Core Competencies** – *Assess the intern in the each of the competencies, based on definitions listed below.* *Provide comments to support your assessments*: |
|  | (5) Excellent/Outstanding(4) Good(3) Meets Expectations*.*(2) Development Needed(1) Unsatisfactory*.* |
|  |  |
| a. | * 1. **Ethics/Christian Commitment** – Follows ethical behavior and Christ-centered standards.
 |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
|  | **Work Quality/Quantity** –Is reliable, accurate and thorough. Performs appropriate amount or volume of work. |
| b. |
|  | * 1. 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]
 |  |  |  |
|  |  |
|  |  |
|  | **Willing to Learn/Teach** – Is willing to learn and teach new ideas and skills. Consider ability, technical knowledge and skills, analytical ability, problem-solving skills and confidence of work performed. |
|  |
| c. |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]   |  |  |  |
|  |  |  |  |  |
|  |  |
|  |  |  |  |  |
| d. | **Adaptability** – Adjusts well to a variety of situations and change; flexible.5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |  |  |  |
|  |  |  |  |  |
| f. | **Teamwork** – Builds and maintains positive, supportive ministry relationships. Helps accomplish team goals. Works well in cross cultural situations.5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| g. | **Respect for Others** – Works in humility with other staff. Respects and honors those in leadership. Respects and accepts cultural differences in others.5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| h. | **Respected by Others** – Other staff respect and admire this intern. Others are drawn to work with this member and to interact together.5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| i. | **Communication** – Communicates in a clear, concise and courteous manner.Including verbal, written and listening skills.5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| j. | **Initiative** – Takes initiative help with ministry tasks. Makes useful suggestions and/or takes action for improvement. |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| k. | **Decision Making** – Makes well-reasoned, sound decisions that affect work performance. |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
| l. | **Dependability** – Can be relied upon to persevere and carry through to completion any task assigned and meet deadlines. This competency also applies to attendance and punctuality. |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
|  |  |
|  | **Pursuit of a Christ-Centered Lifestyle** |
|  |
| m. |
|  | How has this intern displayed a Christ-centered lifestyle (i.e. integrated his/her faith with ministry tasks)? |  |  |  |
|  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  | 5 [ ]  4 [ ]  3 [ ]  2 [ ]  1 [ ]  |
|  |  |