



KING'S KIDS IN AFRICA

A Kenyan arm of the Evangelical Alliance for Preacher Training & Commission (EAPTC)

P.O. Box 4871 • Nairobi 00200 Kenya • Tel: 020 3870875

MISSIONARY CANDIDATE TRAINING

INTERNSHIP EVALUATION FORM

(To be filled by supervisor)

Name of Intern _____

First Name

Middle Name

Surname

Name and address of organization _____

Name of on-site supervisor _____ Date of evaluation _____

*** Please give evaluations on your intern's performance using the following scales:**

Excellent	<u>4</u>
Above Satisfactory	<u>3</u>
Satisfactory	<u>2</u>
Below Satisfactory	<u>1</u>

Area of Evaluation	Scale
Understands and applies the organization's policies and procedures	
Uses knowledge of the organization and community resources	
Functions cooperatively with the organization's leadership	
Functions cooperatively with the organization's members	
Is positive in response to supervisor's directions	
Has demonstrated the ability to collect and organize information on job performance	
Has provided support for members in needy situations with a calm, effectual, and ethical manner consistent with organization policies and procedures	
Has demonstrated the ability to make proper reports for the given tasks	
Has demonstrated the ability to translate knowledge gained in the School of Mission courses into applied practice	
Has faithfully attended the organization's different meetings including staff meetings and other related meetings	
Has demonstrated the ability to judge what types of situations call for supervisory assistance	
Identifies with the purpose and ethics of the organization	
Has demonstrated dependability in completing assignments on schedule and on punctuality	
Demonstrated the ability to adapt to new situations or assignments	
Rank the intern's overall performance	

If this person applied for a full-time position at your organization (assuming an opening is available), which of the following would you do?

- Strongly recommend that the person be hired
 Recommend hiring, but with reservations
 Definitely not recommend that the person be hired

Please make any additional comments you believe would be helpful in evaluating the intern's performance. _____

Supervisor Signature

Date

Thank you for your assistance in evaluating the intern's performance. Please return this form to the Ministry Board for a review of the intern's missionary preparation. May the Lord richly bless you!



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MISSIONARY CANDIDATE TRAINING INTERNSHIP PAPER GUIDELINE

(To be written by intern)

*** A reflection paper on your internship must cover the following areas in detail. Please submit each internship paper to the Ministry Board for a review of your missionary preparation.**

I. What is the name of the organization you had your internship at, and where is it located?

A. How did you obtain the internship, and when was the internship done?

II. Mission, goals, and objectives of the organization

A. What is the stated purpose, mission, goals, objectives as stated in public documents, if any?

B. Who are the members the organization is designed to serve and what are their expectations for the organization?

C. Who makes the work demand on the organization and what do they want the organization to do for them?

III. How does the organization attempt to accomplish the missions, goals and objectives?

A. How is it organized? Draw an organization chart on your paper.

1. How does the organization interact with the community?

2. How does the organization work with other organizations?

3. How does it receive demands from members?

4. How does it meet the needs of members?

5. How is the organization divided into departments?

a. Functional organization?

b. Chain of command?

B. What are the job descriptions of the key positions?

IV. What did you do in the organization during the internship?

A. In what department(s) did you work?

B. What was your job description?

C. What work did you actually do?

D. How did this work contribute to the organization?

IV. Statistical description of the program

A. What are the resources of the organization? (Budget, if possible)

B. How many people does it have?

C. How much work does it have, and what types of works are there mainly?

V. Conclusions and Recommendations

A. Summarize key points.

B. Would you recommend this organization for future interns?

1. Was this a good learning experience?

a. What skills and abilities were acquired?

b. What knowledge did you acquire?

2. Were you able to make a useful contribution to the organization, or were you merely doing observation and busy-work?