Alberta Bible College

Internship Performance Appraisal
To be completed by the supervisor (with the intern) by Nov.15, Feb.01 & Apr.15.

Objectives for Internship:
- Demonstrate a servant leader approach to ministry
- Adapt to various ministry situations
- Demonstrate the ability to work with as well as lead others
- Demonstrate the ability to manage a ministry related program
- Demonstrate the ability to effectively delegate through recruiting, training and supervising other volunteers

Date ___MM/DD/YYYY___   Intern _____

Report # _____   Completed by _____

Overview of Performance

Objectives since last performance (job description)

1. _____
2. _____
3. _____
4. _____

Achievements (relating to above targets and objectives) sine last performance period

1. _____
2. _____
3. _____
4. _____

Key Strengths - to be maintained, further enhanced

1. _____
2. _____
3. _____

Development needs - to be addressed

1. _____
2. _____
3. _____

"to equip people for effective service and witness for Christ"

Assessment of Key Behaviours

Behavioral Assessment	Excellent	Competent	Below Average
Attitude	☐	☐	☐
Preparation	☐	☐	☐
Initiative	☐	☐	☐
Team Work	☐	☐	☐
Communication	☐	☐	☐
Teachable	☐	☐	☐

Any other observations

Action Plan

Action to be taken to enhance and improve on opportunity areas

Plan of Action	By Whom	Review	Completion

Overall Performance   ◯ Excellent   ◯ Competent   ◯ Below Average

Has the performance appraisal been reviewed with the student?   ☐ Yes   ☐ No

Signatures

Student: _____

Supervisor: _____