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**MALAYSIA BAPTIST THEOLOGICAL SEMINARY-KV**

**Pra Practicum Evaluation Report by Selected Church Leaders & Members**

***The student is to select 3 church leaders and 3 members to complete the Evaluation Form.***

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church / Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluated by: [ ] Leader [ ] Member

Dear Co-worker in the Lord’s Work.

Kindly complete this evaluation which will assist the student better learn about himself/herself and so improve in his/her public conduct of ministry. Thank you.

**Describe Role(s) of the student as viewed from Evaluator’s Perspective**

1.

2.

3.

*Please circle the number representative of your honest evaluation of the student’s performance*

**5** = Excellent **4** = V. Good **3** = Average **2** = fair  **1** = unsatisfactory  **0** = not applicable

**A. Personal Habits**

1. Personal appearance 5 4 3 2 1 0

2. Dresses /attire appropriate 5 4 3 2 1 0

3. Mannerisms, courtesy 5 4 3 2 1 0

*Remarks:* (If offensive, please describe)

**B. Personal Work Habits**

1. Punctuality 5 4 3 2 1 0

2. Keeping appointments 5 4 3 2 1 0

3. Handling assignments / responsibilities 5 4 3 2 1 0

4. Preparation for the task 5 4 3 2 1 0

5. Usual quality of work done 5 4 3 2 1 0

6. Judgment / discretion 5 4 3 2 1 0

7. Job attitude 5 4 3 2 1 0

8. Creativity 5 4 3 2 1 0

9. Initiative 5 4 3 2 1 0

10. Going beyond minimal requirements 5 4 3 2 1 0

**C. Leadership Capacity**

1. Enthusiasm , energy in motivation 5 4 3 2 1 0

2. Clarity, sensitivity in motivation 5 4 3 2 1 0

3. Planning, organizing projects 5 4 3 2 1 0

4. Delegation of jobs 5 4 3 2 1 0

5. Handling difficult situations 5 4 3 2 1 0

*Remarks:*

**D. Relationship with Church / Institution setting**

1. Sensitive to / meet church policies, situation 5 4 3 2 1 0

2. Follows proper channels in functioning 5 4 3 2 1 0

3. Understands, follow church goals, objectives 5 4 3 2 1 0

4. Use of church property 5 4 3 2 1 0

*Remarks:*

**E. Relationship with People**

1. Relating to a group 5 4 3 2 1 0

2. Relating to individuals 5 4 3 2 1 0

3. Openness, friendliness 5 4 3 2 1 0

4. Handling criticisms or comments 5 4 3 2 1 0

*Remarks:*

**F. Relationship with Supervisor / Mentor**

1. Reporting, accountability 5 4 3 2 1 0

2. Openness, honesty 5 4 3 2 1 0

3. Handle comments, correction 5 4 3 2 1 0

4. Tactfulness in suggestions 5 4 3 2 1 0

5. Teachability 5 4 3 2 1 0

*Remarks:*

**G. Maturity**

1. Expression of thoughts and behavior 5 4 3 2 1 0

2. Expression of faith and spirituality 5 4 3 2 1 0

3. Handling commitments 5 4 3 2 1 0

*Remarks:*

**H. What are some evident strengths, or gifts of the student for ministry?**

**I. Some apparent weaknesses / repeated mistakes**

**J. Other Comments**: