

MEMBER CHECK-UP for PLACEMENT SITE



Please rate the following sentences according to the following scale:

0 **1** **2** **3** **4** **5**
***N/A** **Never** **Hardly** **Sometimes** **Usually** **Always**

1. I say exactly what I feel and what I think. _____
2. I am comfortable sharing my successes with you. _____
3. I am comfortable sharing my concerns with you. _____
4. I bring up things that bother me about my placement right away. _____
5. I try to appear to be perfect, put-together, and in control. _____
6. I let others I work with know who I really am. _____
7. The placement lives up to my expectations. _____
8. I tell you when I am feeling boxed in, cut off, unheard, passed over or misjudged. _____
9. I feel as though my work is valued and makes a meaningful contribution to the placement. _____
10. I know exactly what is expected of me at my placement. _____
11. I feel accepted as a Staff person by those I work with. _____
12. I feel as though I have enough work to do. _____
13. I feel as though others dump things on me that they do not want to do. _____
14. I have opportunities to be creative and share my own ideas. _____
15. I have enough materials/tools to do my work. _____
16. I take criticism best directly. _____
17. I need more structure and direction. _____
18. I have enough time to get my work done. _____
19. I am satisfied with the placement. _____
20. I am satisfied with my level of communication with my supervisor. _____

FINAL SELF-EVALUATION

MEMBER NAME: _____

PLACEMENT: _____

POSITION TITLE: _____

DATES OF SERVICE: _____

SUPERVISOR (S): _____

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1. **KNOWLEDGE OF POSITION:** Describe your comprehension of all aspects of your work.
 2. **AREAS OF GROWTH:** Describe specific the strengths that you bring to the placement and those, which you should continue to work on.
 3. **PLANNING/ORGANIZATION:** Describe your ability to establish priorities, maintain focus, and accomplish tasks.
 4. **LEADERSHIP:** Describe your ability to take initiative, act decisively, and solve problems.
 5. **PEOPLE SKILLS:** Describe your sensitivity and insight into others; listening skills; and ability to provide supportive behavior.
 6. **TEAMWORK:** Describe your ability to function as a team member.
 7. **INTERNAL CONTACTS:** Describe your ability to maintain effective relationships with others in the organization.
 8. **EXTERNAL CONTACTS:** Describe your ability to create and maintain effective relationships with the community (when applicable).
 9. **CREATIVITY:** Describe your ability to use creativity in your placement.
 10. **STRENGTHS/ UNIQUE QUALITIES:** List areas of strength that you have and may want to expand upon in future ministry/employment.

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Please describe your personal experience with you and the impact that you have had on those with whom you have worked.

Briefly describe your relationship with your supervisor. List strengths and benefits and any suggestions for supervision of future members.

FINAL EVALUATION

MEMBER NAME: _____

PLACEMENT: _____

POSITION TITLE: _____

DATES OF SERVICE: _____

SUPERVISOR (S): _____

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1. **KNOWLEDGE OF POSITION:** Describe member's comprehension of all aspects of his/her work.
 2. **AREAS OF GROWTH:** Describe specific the strengths that the member brings to the placement and those, which s/he should continue to work on.
 3. **PLANNING/ORGANIZATION:** Describe the member's ability to establish priorities, maintain focus, and accomplish tasks.
 4. **LEADERSHIP:** Describe the member's ability to take initiative, act decisively, and solve problems.
 5. **PEOPLE SKILLS:** Describe the member's sensitivity and insight into others; listening skills; and ability to provide supportive behavior.
 6. **TEAMWORK:** Describe the member's ability to function as a team member.
 7. **INTERNAL CONTACTS:** Describe the member's ability to maintain effective relationships with others in the organization.
 8. **EXTERNAL CONTACTS:** Describe the member's ability to create and maintain effective relationships with the community (when applicable).
 9. **CREATIVITY:** Describe the member's ability to use creativity in his/her placement.
 10. **STRENGTHS/ UNIQUE QUALITIES:** List areas of strength that the member has and may want to expand upon in future ministry/employment.

Please describe your personal experience with the member and the impact, which s/he has had on those with whom s/he has worked.