

# LCINTERNSHIP

## PERSONAL EVALUATION AND REVIEW

Name: \_\_\_\_\_

Intern Level: \_\_\_\_\_ Semester: \_\_\_\_\_

Details	1	2	3	4	5	Comments
<b>Dependability</b> Number of absences, sick/occasional absences.						
<b>Punctuality</b> Arrival in accordance with internship policy.						
<b>Appearance</b> Professional, presentable and in accordance with internship policy.						
<b>Team Work</b> Positive, co-operative, enthusiastic.						
<b>Productivity</b> Time management, meeting deadlines						
<b>Work Quality</b> Thorough, accurate, consistent						
<b>Communication</b> Effectively communicates with intern director, team lead and others.						
<b>Creativity</b> Is able to creatively solve problems and comes up with new ideas.						
<b>Spiritual Life</b> Engages in personal Biblical time, exhibit character.						
<b>Personal Growth</b> Has a systematic approach and goal to grow yourself.						

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## PERSONAL EVALUATION AND REVIEW

Overall Performance	Total Points:		Percentage:	
Comments:				

1. **Unacceptable** - Rarely Fulfills Duties/Expectations = **20%**
2. **Poor** - Occasionally Fulfills Duties & Needs Improvement = **40%**
3. **Satisfactory** - Fulfills Duties = **60%**
4. **Good** - Frequently Exceeds Duties/Expectations = **80%**
5. **Excellent** - Consistently Fulfills & Exceeds Duties/Expectations = **100%**

Evaluated By: \_\_\_\_\_

Position at Life Church: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Acknowledgement By Intern:

The content of this assessment has been discussed with me and I received a copy thereof. My signature does not imply agreement or disagreement with this review and evaluation. My comments are as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_