Saint Charles Borromeo Seminary

100 East Wynnewood Road • Wynnewood, PA 19096

School of Diaconal Formation • 610-785-6244

**Supervisor Final Evaluation**

**School of Diaconal Formation**

**DUE DATE: ONE WEEK AFTER EASTER MONDAY**

**Candidate**:

**Year:**

**Placement:**

**Supervisor:**

**Mentor:**

*“Supervised formation placements should be designed and adapted to the needs of the individual participant, helping him to gradually and appropriately experience in his pastoral placement what he has learned in his study. He should also be given ample opportunities to share experiences with deacons already in ministry.”*

 **National Directory of the Formation, Ministry and Life of Permanent Deacons # 138**

**Educational progress, pastoral sensitivity, and spiritual growth happen gradually. Evaluative feedback is an important factor in helping a candidate recognize and affirm his abilities and giftedness, and to identify areas where further development is needed. This evaluative instrument is designed to allow the Supervisor to offer clear and accurate information that will enable the candidate to grow toward pastoral readiness, as well as to engage him in the challenge of ongoing self-assessment.** Please feel free to use additional space as needed.

**Please evaluate the Candidate in each of the following areas using the scale below:**

**1-Outstanding 2-Very Effective 3-Effective 4-Somewhat Ineffective 5-Ineffective**

**Part I:**

**SUPERVISORY RELATIONSHIP**

**1. Comfortableness with supervisory process and supervisory relationship**

**1 2 3 4 5**

**2. Capacity for self-assessment**

**1 2 3 4 5**

**3. Desire to deal with shortcomings and weaknesses**

**1 2 3 4 5**

**4. Willingness to accept advice and recommendations**

**1 2 3 4 5**

**5. Consistency of meetings between candidate and supervisor**

**1 2 3 4 5**

**Please comment on:**

**5. Degree and quality of participation in supervisory process and the willingness to discuss issues and feelings openly and honestly with Supervisor:**

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1. **Receptivity to evaluative feedback and openness to constructive criticism:**

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**Part II:**

**PERSONAL GROWTH AREAS**

1. **Punctuality**

**1 2 3 4 5**

1. **Appearance**

**1 2 3 4 5**

1. **Leadership skills and personal initiative**

**1 2 3 4 5**

1. **Flexibility and versatility in the face of new, uncertain, or ambiguous situations**

**1 2 3 4 5**

1. **Manner of dealing effectively with conflict**

**1 2 3 4 5**

1. **Ability to accept authority**

**1 2 3 4 5**

**Please comment on:**

**7. Self-esteem and self-confidence**

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**8. Relational skills**

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**Part III:**

**Accountability to Commitments and Responsibilities in the *Agreement for Learning***

**1. Readiness and willingness to serve**

**1 2 3 4 5**

**2. Responsibility for the tasks assigned**

**1 2 3 4 5**

**3. Cooperation with staff and other personnel**

**1 2 3 4 5**

**4. Sensitivity to the needs and feelings of others**

**1 2 3 4 5**

**Please comment on:**

**5. Degree to which the commitments in the *Agreement for Learning* were fulfilled.**

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**6. The quality of service given in the completion of the *Agreement for Learning.***

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\*Please feel free to make any additional comments about items listed in **Parts I, II & III.**

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\*If more space is needed, please add an attachment.

**PART IV:**

As a summary of the information in **Parts I, II & III,** please offer some commendations and/or recommendations that will serve to guide the ongoing pastoral experience.

**COMMENDATIONS** (an acknowledgment of skills, talents, and gifts):

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**RECOMMENDATIONS** (an indication of areas where growth is needed):

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**Part V:**

**Indicate the number of absences from scheduled Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_**

** Signatures indicate that this evaluation has been read and discussed by the Candidate with his Supervisor.**

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**Supervisor Date**

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**Candidate** **Date**

**Candidate:** Each Candidate is responsible for distribution of his own Pastoral Internship Forms as follows:

⏵*Original* to Dean of the school of Diaconal Formation

⏵*Copy* to Supervisor

⏵*Copy* to Mentor

⏵*Copy* for Candidate’s personal records