

## Appraisal Process for OM Mid-termers & Longtermers

### **Basic issues:**

- a) Frequency: once a year
- b) The time of the year & place: according to the country's ministry plan -- needs to be planned & scheduled into the annual team program
- c) The interviewer: generally the OM leader to whom the worker is directly responsible (where there is some particular reason for making another arrangement, e.g. a difficulty or conflict with the OM leader concerned, then another OM leader to be invited to do the interview, preferably one who knows the individual concerned and understands the situation of concern)
- d) The significance of the interview: depends upon the positive and serious attitude & approach adopted by the OM leader

### **Preparation:**

- a) OM-er: Fills in self-appraisal inventory (which he/she will bring to the interview); comes prepared with pen and paper to write down any action step they need to take
- b) OM Team/Country Leader:
  - 1) Prepare yourself by going over the major topics to be raised, making brief notes on any issue in readiness for the interview;
  - 2) Pray for God's direction and guidance in the interview;
  - 3) Approach the interview with an obvious positive spirit;
  - 4) Prepare yourself spiritually and emotionally; be ready to admit any mistakes or failures, but be ready to focus your attention upon the OM-er's personal needs rather than the faults or shortcomings of other people or the mission
  - 5) Remind the OM-er of his/her need to bring their completed answers to the interview

### **Interview:** (See steps and topics on separate sheet)

- a) Since for most people an interview creates some emotional stress, it is preferable NOT to plan the interview in connection with team fellowship or social function, e.g. a team retreat
- b) Schedule the interview to last for approximately one hour
- c) Do NOT appear rushed or hasty
- d) Choose a quiet place free from interruptions (as far as feasible); do NOT answer the telephone or receive other visitors or business during that time
- e) Interview each person individually including husband and wife separately; if possible, arrange for a lady OM-er to interview the wife while a male OM-er to interview the husband
- f) Arrange the seating so that you are sitting face to face though giving enough free space in between so as not to make the person feel uncomfortable
- g) Avoid making notes during the interview, except concerning any decision you agree on or promise you make that you will need to follow-up; however, keep note-taking to a minimum in order to facilitate a free flow of conversation and discussion
- h) Ask simple, clear and thought-provoking questions; avoid asking questions that can be answered with a "yes" or "no" response
- i) Point out that the order of topics indicates our priority of the person's needs over work; note also that the physical needs are addressed first as in most cases it is a neutral subject to deal with ahead of other more sensitive areas

### **Follow-up:**

- a) OM-er: Carries out any counsel given by leader during the interview
- b) OM Team/Country Leader: Prepares a brief written report for country or field leader; follows up any concern expressed or decision made during the interview; checks on OM-er's follow-through of any counsel given (within a month)

# Guidelines for Annual appraisal Interview

## Introduction:

1. Make sure the OM-er comes prepared with the sheets already completed
2. Explain the purpose of the session
3. Set the person at ease -- but avoid being trivial
4. Emphasise the importance of their being open and ready to share from the heart for the interview to have maximum benefit and value to them
5. Explain that no particularly confidential or personal matter will be shared with another except where it would be regarded as necessary for the OM-er's well-being.
6. Ask God's blessing and guidance for the interview
7. Proceed through the following major topics / issues; don't waste time on side-issues, or spend all your time on the earlier topics; be open to the leading of the Spirit as He may have you focus your attention on a particular need or problem though it may also be wise to schedule a separate session to finish the interview if the immediate need is especially complex and time-consuming

## 1. PERSONAL WELL-BEING

- a) **General health**, e.g. overall health over past year; also check eating habits and diet
- b) **Balanced life-style**, e.g. work/ministry, relaxation, rest, mental stimulation
- c) **Day off**, e.g. have you been taking a "sabbath" regularly? What day of the week do you take as your day-off? What are some ways for you to overcome any workaholic tendencies?
- d) **Thought life**, e.g. what kind of messages do you hear in your "self-talk" -- overall positive or negative? How have you been coping with any sinful thoughts (e.g. jealous or impure or hateful thoughts)?
- e) **Acceptance of worker's self as a unique and special creation and as God's servant set apart for His service**
- f) **Overall sense of fulfillment in worker's work and ministry**
- g) **Handling emotions**, e.g. fear & anxiety, depression, anger, hurt feelings & resentments, jealousy, competitive spirit
- h) **"Burdens" of heart that may be weighing the worker down**

## 2. PERSONAL RELATIONSHIP WITH GOD

- a) **Meditation and study of God's Word**, e.g. what truth has God been impressing upon your heart within the last week or two through your study of His Word? How have you made this truth real in your life?
- b) **Prayer**, e.g. what recent significant answers to prayer have you experienced? Any struggles in being a disciplined intercessor?
- c) **Other spiritual disciplines**, e.g. worship, fasting
- d) **Evidences of the fruit of the Spirit**, e.g. in what ways have you witnessed the growth of godly fruit in your life over the last month or even year? What specific fruit?
- e) **Temptation & spiritual warfare**, e.g. in which areas does the enemy focus his attack most frequently upon you? Any particular sin that you are struggling to conquer?

## 3. INTERPERSONAL RELATIONSHIPS

- a) **Relationship with life's partner** (if married), e.g. in what ways has your relationship with your spouse been growing over the past year? Are there any points of tension that frequently disturb the peace in your relationship? In what ways do you show each other kindness and care?
- b) **Relationship with worker's family members: if married, with children**, e.g. are there any particular burdens on your heart regarding the needs of your children? How do you regularly nurture them in the ways of the Lord? How have they been responding to you as a person

and their parent?; **or with worker's own family**, e.g. has any situation with your parents or other family members been troubling you? What news or information from home has brought special joy and encouragement to you of late?

- c) **Relationship with fellow-team members**, e.g. do you see yourself as a good team player? What issues in relationships most irritate you? Are there any relationships that you have allowed to become sour or distant? Any conflicts that have not been worked through (like living in a "cold war")?
- d) **Relationship with mission organisation**, e.g. are you feeling content in serving with OM? Are there any personal struggles or differences of conviction between yourself and OM that trouble you? Is there something you would like to see happen or change in OM?
- e) **Relationship with fellow-believers: on the field** (especially nationals and national church leaders), **and at home** (including your home church leaders & supporters)

#### 4. WORK & MINISTRY

- a) **Goals and objectives**, e.g. what was one clear goal or objective that you set down for this last year? In what ways did you work to achieve this goal/objective? What results have you seen? What specific areas of ministry has the Spirit been impressing upon your heart to set down as goals for this coming year? How are you going to achieve these?
- b) **Ministry responsibilities**, e.g. what areas of ministry do you most enjoy getting involved in? What do you see emerging as your most dominant ministry / spiritual gifts? How have you been coping with those tasks that you don't feel so easy to do or drawn to?
- c) **The future**, e.g. what recurring thoughts have been passing through your mind regarding the next year? Your longterm future? Are you having any struggles with making a decision or understanding what God would have you do? Is there any area where you would like particular help in making plans for the coming year? What can we in OM do to help you keep growing as a person and a servant of Christ?

#### Conclusion

1. Give them opportunity to raise any other matter or concern by asking them if there is anything that they would still like to share or discuss
2. Go back over any action steps or decisions
3. Express sincere appreciation for all they have shared, and above all, for them as persons and for their contribution to our OM fellowship and ministries
4. Assure them of your on-going prayer support
5. End the interview praying together, including for those matters that were highlighted throughout the interview

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