

Self Evaluation

For Use By Level Exempt Employees Only

This instrument aims to measure personal aptitude and performance based on your job description. In thoughtfully working through this process, both you and your supervisor may evaluate your progress and provide insight into professional development for the purpose of fulfilling objectives held by both the department and SBTS.

Employee	Title	Time in Current Role
Supervisor	Title	Time under Current Supervisor

I. Personal Achievements

Managers/Supervisors: List any notable contributions made by yourself and your team; Identify specific investments you made to develop the individuals for which you are responsible. How are the core commitments of SBTS reflected in your leadership and the performance of your team? What steps have you taken to improve budget efficiency in your department? If your department had significant budget variances, what action steps are you taking to remedy spending problems?

Others: List notable achievements you contributed to in the last fiscal year. What notable contributions did you make to meet your personal and departmental goals? Identify specific ways you sought to improve efficiencies or processes internally. How did your contributions impact the core commitments of SBTS?

II. Personal or Departmental Challenges

What personal or departmental challenges did you overcome last year and how? What challenges do you see for yourself or as a department that you feel should be a focus in the coming year. What solutions can you suggest for improving your work experience?

III. Strategic Goals

What specific, department advancing goals are you targeting in this next fiscal year (August 1st – July 31st)? Please itemize your personal goals for this upcoming year. You are responsible to show how your goals align with and advance both your department goals and overall institutional objectives.

IV. Please attach a copy of your updated job description.

Use the template available on Inside Southern or obtain an original from Human Resources