

Self Evaluation

For Use By Level II 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 Name:	Title:	Time In Current Role:
Supervisor Name:	Title:	Time Under Current Supervisor:

I. Personnel Management

- List the notable achievements of your team in the last fiscal year;
- List any notable contributions you made to promote the unity and morale of your team;
- Identify specific investments you made to develop the individuals for which you are responsible;
- Of the core commitments of SBTS, service and excellence stand at the forefront. How are these reflected in your leadership and the performance of your team?

II. Budget Management

- 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?

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.

Please contact a member of the Human Resources team if you have any questions or would like assistance.