Butler University
Employee Self-Evaluation

<table>
<thead>
<tr>
<th>Employee Name:</th>
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<tbody>
<tr>
<td>Department:</td>
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<tr>
<td>Position:</td>
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<td>Period Covered: through: Date Submitted:</td>
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**Performance Summary:**
Describe your major accomplishments during this evaluation period.

- Job Related

- Professional Development

**Job Effectiveness:**
What are your greatest strengths in performing your job assignments?

- Due to technical abilities
- Due to personal attributes

What are your greatest areas for enhancement in performing your job assignments?

- Due to technical abilities
- Due to personal attributes
- Due to need for additional orientation/training
- Due to need for additional tools to do the job

How could your supervisor help you do a better job?

Is there anything the University or your supervisor does that hinders your effectiveness?
**Goals:**
What new goals or standards should be established for you in the next evaluation period?

- Job Related

- Professional Development

**Employee Development:**
What responsibilities do you expect to have in the next three to five years?

What have you done in the past year to prepare yourself for more responsibility?

What preparations can you make during the next year?