

## EMPLOYEE SELF-EVALUATION & DEVELOPMENT PLAN

**Instructions:**

**EMPLOYEE:** Deliver Completed Self-Evaluation & Development Plan to Supervisor by **DECEMBER 31**.

**SUPERVISOR:** Attach Employee Self Evaluation & Development Plan to annual Review Form and send to HR by **February 28**.

Employee Last Name: \_\_\_\_\_ Employee First Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
 Position: \_\_\_\_\_ Manager: \_\_\_\_\_ Review Year: \_\_\_\_\_

**CONTRIBUTIONS/DEVELOPMENT** - (space limited, if needed please attach a separate sheet)

What are the two or three most significant contributions that you made to your Terminal or Department last year?

What are the two or three most significant contributions that you intend to make in the coming year?

What are the two or three areas of skill/competency development that you plan to focus on in the coming year?

What are your career goals and how can Forward Air help you achieve them?

**CORE SKILLS AND COMPETENCIES:** Evaluate yourself for each category using the following scale: 1 (Below Expectations: Fail to meet minimal requirements of the job. Improvement is necessary), 2 (Meets Expectations: Performance results met and may occasionally exceed job requirements), or 3 (Exceeds Expectations: You accomplish what the job was designed to do and frequently achieve more)

- |   |                         |                         |                         |
|---|-------------------------|-------------------------|-------------------------|
| Technical Skills & Knowledge                | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| Business Development                        | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| Time Management & Organizational Skills     | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| Interpersonal Skills                        | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| Communication Skills (verbal & written)     | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| Collaboration / Teamwork / Mentoring Skills | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |

*Your thorough and timely completion of a Self Evaluation & Development Plan will help facilitate a fair and comprehensive review of your progress and accomplishments since the last review period and will help you and your manager set goals and plan for the coming year. Complete and provide this self-evaluation to aid your Supervisor/Manager as he/she reviews your overall performance. This form is not your official performance rating.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/ Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I believe my overall performance this year was:
- Exceeds Expectations
  - Meets Expectations
  - Below Expectations