# Template Employee Scorecard

### Instructions:

1. Delete this page and these instructions when you are done with your edits.
2. Rename the document and save it with your other company templates and procedures.
3. Replace <Company> with the name of your business.
4. Review each of the categories to make sure they apply to your business. Feel free to add elements, adjust the point structure, etc. to match your business.
5. You may have a different scorecard for every position.
6. The template makes reference to policies, inferring that they have been communicated in an employee handbook.
7. You may want to change the title from Employee Scorecard to Performance Rating System
8. Have the reviewer and the employees complete the scorecard independently before the review meeting, making a copy for the other party to review. Exchange at the start of the meeting and discuss and manage differences.

**We Look Forward to Helping You Grow!**

# <Company> Employee Scorecard

**Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_**

## Business Skills

| **Skill** | **Max Score** | **Score** | **Notes** |
| --- | --- | --- | --- |
| Meets all job requirements |  |  |  |
| Works hard |  |  |  |
| When working remotely, uses time honestly, reports time ethically and is responsible for communicating clearly |  |  |  |
| Arrives on time and willing to stay late |  |  |  |
| Meets deadlines & commitments |  |  |  |
| Attends and participates in all required meetings |  |  |  |
| Follows through on all tasks |  |  |  |
| Prioritizes tasks |  |  |  |
| Communicates effectively verbally |  |  |  |
| Communicates effectively written |  |  |  |
| Proficient at using all business tools |  |  |  |
| Seeks out solutions |  |  |  |
| Honestly and appropriately identifies problems and areas of improvement |  |  |  |
| Eager to improve |  |  |  |
| Seeks out additional challenges |  |  |  |
| Works well with others |  |  |  |
| Loyal |  |  |  |
| Works towards the betterment of the company |  |  |  |
| Uses company resources wisely |  |  |  |
| Provides excellent customer service to all franchisees and vendors |  |  |  |
| Demonstrates professional dispute resolution |  |  |  |
| Adheres to company policies regarding sick, vacation and unpaid days |  |  |  |
| Adheres to company policies regarding harassment and diversity issues |  |  |  |
| Adheres to company policies regarding confidentiality and non-compete policies |  |  |  |
| Adheres to company policies regarding Alcohol, Drugs & Illegal Substances |  |  |  |
| Understands and adheres to all legal and governmental regulations relating to business |  |  |  |
| Total Score |  |  |  |
| % of Achievement |  |  |  |

## Personal Skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Max Score** | **Score** | **Notes** |
| Confident but not arrogant |  |  |  |
| Friendly to others |  |  |  |
| Dresses appropriately |  |  |  |
| Appropriate personal hygiene |  |  |  |
| Respects the property of others |  |  |  |
| Does not participate in gossip |  |  |  |
| Appropriate language choices |  |  |  |
| Tolerance and acceptance of all others |  |  |  |
| Supportive of others |  |  |  |
| Keeps emotions in check |  |  |  |
| Positive and cheerful outlook |  |  |  |
| Participates in company activities |  |  |  |
| Total Score |  |  |  |
| % of Achievement |  |  |  |