

PERFORMANCE REVIEW SCORECARD

Confidential Document

EMPLOYEE NAME _____

REVIEWER NAME _____

DEPARTMENT _____

REVIEW PERIOD _____

PERFORMANCE COMPETENCY	WEIGHT	RATING (1-5)	OBSERVATIONS / COMMENTS
Job Knowledge & Technical Skills Depth of expertise and tool proficiency	25%		
Quality of Work Accuracy, thoroughness, and reliability	25%		
Communication & Collaboration Teamwork and information sharing	20%		
Problem Solving & Initiative Critical thinking and proactive behavior	15%		
Dependability & Punctuality Attendance and deadline management	15%		

Weighted Final Score / 5.0

Rating Scale Definition

- 1 Unsatisfactory
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations
- 5 Exceptional

Employee Signature

Date: ___ / ___ / _____

Reviewer Signature

Date: ___ / ___ / _____