

PERFORMANCE SCORECARD

Annual Review Cycle 2024

CONFIDENTIAL

Employee Name
Department
Reviewer Name
Review Date

CORE COMPETENCY	EVALUATION CRITERIA	SCORE (1-5)
Job Knowledge	Technical proficiency, understanding of role requirements, and industry expertise.	
Quality of Work	Accuracy, thoroughness, and reliability of output. Attention to detail.	
Communication	Effectiveness in verbal/written interaction. Team collaboration and clarity.	
Initiative	Self-motivation, problem-solving, and proactiveness in taking on tasks.	
Efficiency	Time management, meeting deadlines, and optimizing workflow.	

Evaluator Comments & Key Achievements

Final Rating: ____ / 25

Manager Signature
Employee Signature