

# PERFORMANCE REVIEW SCORING CHART

Fiscal Year 2024 Evaluation Matrix

Employee Name: \_\_\_\_\_  
Reviewer Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Review Date: \_\_\_\_\_

CORE COMPETENCY	EVALUATION CRITERIA	SCORE (1-5)
<b>Technical Proficiency</b>	Demonstrates mastery of required tools, technical skills, and industry knowledge.	
<b>Communication</b>	Clarity of written and verbal communication. Ability to collaborate effectively.	
<b>Reliability</b>	Consistency in meeting deadlines, attendance, and follow-through on tasks.	
<b>Problem Solving</b>	Analytical thinking and ability to develop creative solutions to complex issues.	
<b>Leadership</b>	Influencing others, taking initiative, and contributing to a positive team culture.	

Total Weighted Score: \_\_\_\_\_ / 25

Rating Key: 1-Unsatisfactory, 2-Needs Improvement, 3-Meets Expectations, 4-Exceeds Expectations, 5-Exceptional

Reviewer Comments:

Employee Signature  
Manager Signature