

JOB SCORECARD

The Job Scorecard shows how well an employee is performing in the role, as assessed against clearly-defined performance metrics.

Name: [Employee’s name]

Position: [Employee’s role / job title]

Reports To: [Manager’s role / job title]

Review Frequency: [Daily, Weekly, Monthly, or Quarterly]

Mission: [A description of the core mission of the role. An outline of the main duties and performance expectations should be provided.]

Core Values: [A bullet-point list of the Company’s core values]

- [core value 1]
- [core value 2]

Scorecard

Key Objectives	Performance Metrics	Actual	Target	Score
[A description of each of the employee’s job responsibilities, comprising (i) business implication, (ii) target, (iii) timeframe. For example: Generate sales of \$450,000 per quarter]	[A measure that tells us the objective has been achieved] For example: Sales closed for individual.]	[Actual value]	[Target value]	A score out of 100 (Actual/Target %)]