office printable .com

# GOALS SCORECARD

| EMPLOYEE | ROLE | MANAGER | PERIOD | SCALE |
|---|---|---|---|---|
| | | | | |

| Goal | Target / measure | Weight % | Actual result | Score 1-5 | Weighted | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Totals** | | | | | | |

| Overall rating (weighted, out of 5) | |
|---|---|