

Performance Review Scorecard

Criteria	Why should your performance review software have this?
Automation	Saves time by eliminating manual steps (e.g., reminders, approvals, deadline tracking) so HR and managers can focus on high-value tasks.
Customizable workflows	Lets you design your ideal review process—annual, quarterly, project-based, or continuous—to match your team's needs and structure.
Customizable templates	Ensures reviews reflect the right competencies, values, and job roles without needing to build from scratch each time.
Goal tracking and performance insights (individual and team)	Aligns employees to company goals and gives visibility into progress at both the individual and team level.
Real-time performance progress	Allows managers and employees to view updates, goal status, and feedback instantly, promoting accountability and agility.
Automated feedback collection	Collects peer, upward, and 360-degree feedback through scheduled prompts—making the process consistent, inclusive, and timely.
Data analytics	Surfaces trends in performance, engagement, and skill gaps—helping HR teams make informed decisions around promotions, L&D, or restructuring.
Ease of use	A clean, intuitive interface ensures higher adoption by employees and managers, and reduces the need for training or IT support.
Cost	Software should provide transparent pricing that aligns with your budget and team size, with no hidden fees for upgrades or admin access.
Support	Responsive customer support (email, live chat, onboarding help) makes setup smoother and keeps your team moving if something breaks.
Integrations	Should connect easily with tools like Slack, Gmail, HRIS, payroll, and goal-tracking software to avoid duplicate work and maintain data consistency.