

Incentive Program Scorecard



Instructions: Rate each category on a scale of **1 (Needs Major Improvement)** to **5 (Excellent)**. Add up the total score at the end to see how strong your incentive program is and where you should focus improvements.

1. Clarity of Goals & Metrics

- Are performance goals clearly defined and understood by employees?
- Are metrics measurable, relevant, and aligned with company objectives?

Score (1–5): ____

2. Fairness & Transparency

- Is the incentive structure applied fairly across all employees?
- Are eligibility and reward criteria communicated openly?

Score (1–5): ____

3. Balance of Incentives

- Does the program blend individual and team rewards?
- Does it avoid encouraging unhealthy competition?

Score (1–5): ____

4. Diversity of Rewards

- Are there both monetary and non-monetary options?
- Do rewards appeal to different employee motivations (e.g., recognition, flexibility, development)?

Score (1–5): ____

5. Sustainability & Cost Effectiveness

- Is the program financially sustainable for the organization?
- Does it encourage long-term growth, not just short-term results?

Score (1–5): ____

6. Integration with Performance Reviews

- Are incentives tied to a formal review or feedback process?
- Do employees receive coaching on how to achieve goals?

Score (1–5): ____

7. Employee Feedback & Engagement

- Has employee input been collected when designing the program?
- Do employees feel motivated and valued by the rewards?

Score (1–5): ____

8. Review & Adaptability

- Is the program reviewed regularly and updated when needed?
- Can the system evolve with business priorities?

Score (1–5): ____

Total Score: ____ / 40

- **32–40** → Excellent: Your incentive program is strong and well-balanced.
 - **24–31** → Good: Your program works but has room for refinement.
 - **16–23** → Needs Work: Several elements may undermine fairness or motivation.
 - **Below 16** → At Risk: Consider redesigning your program before it causes disengagement.
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Unlock the Full Potential of Your Team with BuddiesHR

You've taken the first step by using our **Performance Incentive Scorecard** — now let BuddiesHR help you put it into action.

BuddiesHR makes it easy to:

- ✓ Track employee goals and performance in real time
- ✓ Align incentives with business outcomes
- ✓ Run seamless performance reviews with **Simpleperf**, our intuitive performance management tool
- ✓ Build a culture of recognition, transparency, and growth

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