Scorecard: Team Management Scorecard

Rate and assess overall team performance



Is your team performing at its true potential? This scorecard helps you evaluate your team management effectiveness across key areas that directly impact productivity, ownership, morale, and business results. In just 20 minutes, you will get support to clearly identify:
– What is working well
– Where performance gaps exist
– Which areas need immediate attention

No complicated HR frameworks — just simple, practical questions to assess and rate overall team performance. Ready to **dreamBIG** and build a high-performing team? This scorecard is your starting point.

How to Use This Scorecard

Step 1: Answer each question honestly with YES (1 point) or NO (0 points)

Step 2: Add up your total score in each section

Step 3: Review your results and priority actions at the end

Step 4: Create an action plan based on your lowest-scoring areas

Rating Scale

1 = Strongly Disagree

2 = Disagree

3 = Neutral / Inconsistent

4 = Agree

5 = Strongly Agree

Rate each statement from 1 to 5. Add the total for each section. Enter the section totals in the Dashboard Summary page at the end to automatically calculate performance percentages.

Section 1: Role Clarity & Accountability (Max Score: 50)

Statement	1	2	3	4	5
Roles and responsibilities are clearly defined.	☐	☐	☐	☐	☐
KRAs/KPIs are clearly established.	☐	☐	☐	☐	☐
Work aligns with company goals.	☐	☐	☐	☐	☐
Expectations are clearly communicated.	☐	☐	☐	☐	☐
Reporting structure is clear.	☐	☐	☐	☐	☐
Deadlines are defined.	☐	☐	☐	☐	☐
Ownership is demonstrated.	☐	☐	☐	☐	☐
Performance issues are addressed promptly.	☐	☐	☐	☐	☐

Success metrics are clearly understood.	☐	☐	☐	☐	☐
Responsibilities are reviewed periodically.	☐	☐	☐	☐	☐

Section 1 Total Score: _____ / 50

Section 2: Communication & Alignment (Max Score: 50)

Statement	**1**	**2**	**3**	**4**	**5**
Regular team meetings are conducted	☐	☐	☐	☐	☐
Meetings have clear agendas and outcomes	☐	☐	☐	☐	☐
Communication is timely and transparent	☐	☐	☐	☐	☐
Expectations are clearly communicated	☐	☐	☐	☐	☐
Feedback is shared regularly	☐	☐	☐	☐	☐
Feedback is constructive and actionable	☐	☐	☐	☐	☐
Cross-functional coordination is effective	☐	☐	☐	☐	☐
Information flows clearly within the team	☐	☐	☐	☐	☐
Issues are communicated and resolved quickly	☐	☐	☐	☐	☐
Team is aligned on priorities	☐	☐	☐	☐	☐

Section 2 Total Score: _____ / 50

Section 3: Performance & Productivity (Max Score: 50)

Statement	1	2	3	4	5
Roles and responsibilities are clearly defined.	☐	☐	☐	☐	☐
KRAs/KPIs are clearly established.	☐	☐	☐	☐	☐
Work aligns with company goals.	☐	☐	☐	☐	☐
Expectations are clearly communicated.	☐	☐	☐	☐	☐
Reporting structure is clear.	☐	☐	☐	☐	☐

Deadlines are defined.	☐	☐	☐	☐	☐
Ownership is demonstrated.	☐	☐	☐	☐	☐
Performance issues are addressed promptly.	☐	☐	☐	☐	☐
Success metrics are clearly understood.	☐	☐	☐	☐	☐
Responsibilities are reviewed periodically.	☐	☐	☐	☐	☐

Section 3 Total Score: _____ / 50

Section 4: Team Engagement & Culture (Max Score: 50)

Statement	**1**	**2**	**3**	**4**	**5**
Team morale is positive	☐	☐	☐	☐	☐
Contributions are recognized regularly	☐	☐	☐	☐	☐
Team members feel valued	☐	☐	☐	☐	☐
Open and respectful work environment	☐	☐	☐	☐	☐
Psychological safety is maintained	☐	☐	☐	☐	☐
Team members share ideas freely	☐	☐	☐	☐	☐
Collaboration is actively encouraged	☐	☐	☐	☐	☐
Team wins are celebrated	☐	☐	☐	☐	☐
Employee concerns are addressed	☐	☐	☐	☐	☐
Workload and stress are managed	☐	☐	☐	☐	☐

Section 4 Total Score: _____ / 50

Section 5: Leadership Effectiveness (Max Score: 50)

Statement	**1**	**2**	**3**	**4**	**5**

Tasks are delegated effectively	☐	☐	☐	☐	☐
Responsibilities match team strengths	☐	☐	☐	☐	☐
Clear direction and priorities provided	☐	☐	☐	☐	☐
Team is aligned with business goals	☐	☐	☐	☐	☐
Coaching and guidance provided regularly	☐	☐	☐	☐	☐
Team development is actively supported	☐	☐	☐	☐	☐
Performance expectations are reinforced	☐	☐	☐	☐	☐
Decisions are timely and effective	☐	☐	☐	☐	☐
Challenges are handled proactively	☐	☐	☐	☐	☐
Ownership and accountability are driven	☐	☐	☐	☐	☐

Section 5 Total Score: _____ / 50

Performance Dashboard Summary

Section	Score (Out of 50)	Percentage (%)	Performance Level
Section 1	_____	Score ÷ 50 × 100	Low / Moderate / Strong
Section 2	_____	Score ÷ 50 × 100	Low / Moderate / Strong
Section 3	_____	Score ÷ 50 × 100	Low / Moderate / Strong
Section 4	_____	Score ÷ 50 × 100	Low / Moderate / Strong
Section 5	_____	Score ÷ 50 × 100	Low / Moderate / Strong

Overall Score: _____ / 250

Overall Percentage: (Total ÷ 250 × 100) = _____ %

Performance Interpretation

200–250 (80%+) : High-Performance Team

150–199 (60–79%): Stable but Needs Strengthening

100–149 (40–59%): Performance Gaps Exist

Below 100 (<40%): Immediate Attention Required

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deAsra Foundation is your 24/7 business companion.

Access practical tools, expert insights, and ready-to-use resources designed for entrepreneurs under the



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initiative to accelerate your business growth!

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