

PEOPLE & CULTURE / HR · SCORECARD

Role Scorecard Template

For hiring managers and leaders who need to define a role by its outcomes and success measures before writing a job posting or running a performance review.

How to use this: Complete one scorecard per role, starting with outcomes before responsibilities, and revisit it at every formal check-in with the person in the seat.

Role Basics

Role title:

Reports to:

One-sentence purpose of this role in the business:

Outcomes (What This Role Is Accountable For)

List 3-5 outcomes this role owns, not tasks it performs.

Outcome 1:

Outcome 2:

Outcome 3:

Outcome 4 (optional):

Success Measures by Outcome

For each outcome above, define a measure two people could independently check.

Outcome	Success Measure	Checked By / How	Target

Core Responsibilities

List the recurring work that serves the outcomes above.

- ☐ Responsibility 1
- ☐ Responsibility 2
- ☐ Responsibility 3
- ☐ Responsibility 4
- ☐ Responsibility 5

First 90 Days Priorities

What must this person accomplish in their first 90 days to be considered on track?

What could disqualify someone from this role even if they hit their metrics (values, collaboration, judgment)?

When will this scorecard next be reviewed and by whom?
