

Consultancy Performance Evaluation Criteria

Date: _____

Consultant Name: _____

Consultancy Firm: _____

Evaluator Name: _____

Position: _____

Evaluation Criteria

1. Quality of Work:

Assess the accuracy, thoroughness, and overall quality of the deliverables provided.

2. Timeliness:

Evaluate the consultant's ability to meet deadlines and deliver work on schedule.

3. Communication:

Assess effectiveness in communication with the team, stakeholders, and clarity of reporting.

4. Expertise:

Evaluate the consultant's knowledge, skills, and experience relating to the project.

5. Client Engagement:

Assess the consultant's ability to engage and understand client needs and feedback.

Rating Scale

- 5 - Excellent
- 4 - Good
- 3 - Satisfactory
- 2 - Needs Improvement
- 1 - Unsatisfactory

Overall Performance Rating

Score: _____/25

Additional Comments:

Evaluator Signature:
