Subject: Soft Skill Assessment Score Sheet

To: lead name

cc: Manager's name; trainings@infobeans.com

Hi Neha,

We are pleased to share the soft skill assessment scores of your team for Q2 target tracking. Please find below the score sheet for your reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Email Address** | **Lead** | **Manager** | **Overall Percentage** |
| Name@infobeans.com | Neha Bhopatkar | Nupur Doshi | 47.50% |
| Name2@infobeans.com | Neha Bhopatkar | Kanupriya Machanda | 85% |
| Name3@infobeans.com | Neha Bhopatkar | Neha Bhopatkar | 50% |
| Name4@infobeans.com | Neha Bhopatkar | Nupur Doshi | 82.50% |
| Name5@infobeans.com | Neha Bhopatkar | Kanupriya Machanda | 60.00% |
| Name6@infobeans.com | Neha Bhopatkar | Neha Bhopatkar | 77.50% |

For assessing target achievement of soft skills, the lead & managers are recommended to use the following grid as a reference point

|  |  |
| --- | --- |
| Score (%) | Target Achievement (%) |
| 75 and above | 100 |
| 55-74 | 75 |
| 35-54 | 50 |
| 0-34 | 0 |

Please feel free to write to trainings@infobeans.com if you need any other information.

Best Regards,

HR Team