



Using This Scorecard

STEP 1

Prioritize: for each feature, rate how important it is to your team: High, Medium, or Low.

⋮

STEP 2

Score Importance: use the following scoring scale: High = 5, Medium = 3, Low = 1

⋮

STEP 3

Rate Vendors: check if the vendor offers the feature. Based on your Importance rating, assign a Score to each vendor.

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STEP 4

Total It Up: add up the total score for each vendor to highlight your strongest match.

Platform Area	Importance (H/M/L)	Namely	Score	Vendor 1	Score	Vendor 2	Score
Analytics & Reporting		✓					
Applicant Tracking		✓					
Benefits Administration		✓					
Employee Self-Service		✓					
Core HR HRIS		✓					
Managed HR Services		✓					
Managed Benefit Services		✓					
Managed Payroll Services		✓					
Onboarding		✓					

(More platform areas on next page.)

Evaluation Area	Importance (H/M/L)	Namely	Score	Vendor 1	Score	Vendor 2	Score
Payroll		✓					
Tax Management		✓					
Performance & Goals		✓					
Roles & Permissions		✓					
24/7 Support		✓					
Time Tracking		✓					
Workflow Automation		✓					
Mobile Access		✓					
Compliance Support		✓					
Ability to Integrate with Third-Party Systems		✓					
Modular Platform		✓					
Scalability		✓					
Simple Pricing Model		✓					
TOTAL SCORE:							

Let's Tackle Your Challenges Together

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