

Remote Worker Job Assessment Form

This **remote worker job assessment form** sample is designed to effectively measure productivity and performance in a virtual work environment. It helps managers evaluate key skills, task completion, and time management of remote employees. Utilizing this form ensures clear communication and supports continuous improvement in remote work settings.

Employee Information

Name	<input type="text"/>	Position	<input type="text"/>
Manager	<input type="text"/>	Assessment Period	<input type="text"/>

Assessment Criteria

Criteria	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Task Completion & Deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Problem Solving & Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Overall Assessment

Summarize the employee's overall performance, strengths, and areas for development.

Action Plan / Goals

Outline next steps, goals, or support needed for improvement and continued productivity.

Employee Comments (optional)

Submit Assessment

Note: This form is a sample template. Adapt the criteria and fields to fit your organization's policies and remote work expectations.