

# Performance Appraisal Report for Remote Workers

The **performance appraisal report** for remote workers provides a detailed evaluation of their productivity, communication, and goal achievement. It helps managers identify strengths and areas for improvement while ensuring clear documentation of employee performance. This report is essential for informed decision-making and fostering continuous professional growth.

## Employee Information

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Period of Review: \_\_\_\_\_

## Evaluation Criteria

Criteria	Rating (1-5)	Comments
Productivity	____	_____
Quality of Work	____	_____
Communication	____	_____
Collaboration	____	_____
Time Management	____	_____
Initiative & Problem-Solving	____	_____
Goal Achievement	____	_____

## Strengths

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## Areas for Improvement

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## Action Plan & Recommendations

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## Employee Comments

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## Approval

- Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_