

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

Areas for Improvement

Action Plan & Recommendations

Employee Comments

Approval

- **Employee Signature:** _____ **Date:** _____
- **Supervisor Signature:** _____ **Date:** _____