

Performance Appraisal Review Form for Remote Workers

This **performance appraisal review form** sample is designed specifically for remote workers, ensuring accurate evaluation of their productivity and communication skills. It helps managers provide clear feedback and track progress despite the physical distance. The form enhances transparency and supports continuous improvement in a remote work environment.

Employee Information			
Name		Department	
Job Title		Appraisal Period	
Manager		Date	

1. Key Performance Areas		
Performance Area	Rating (1-5)	Comments
Productivity & Results		
Quality of Work		
Time Management		
Communication		
Collaboration/Teamwork		
Adaptability to Remote Work		

2. Accomplishments Since Last Review
List notable achievements, completed projects, or milestones.

3. Areas for Improvement
Identify areas where performance can be enhanced.

4. Professional Development Goals
Set goals and outline support needed for the next period.

5. Additional Manager Comments

Employee Signature:		Date:	
Manager Signature:		Date:	