

Remote Employee Performance Review Checklist

Ensure a thorough **remote employee performance review checklist** is in place to evaluate productivity, communication, and goal achievement effectively. This checklist helps managers provide clear feedback and support for remote workers. Regular reviews promote continuous improvement and employee engagement regardless of location.

Checklist

- **Performance & Productivity**
 - Meets deadlines and consistently delivers high-quality work
 - Efficient use of tools and technology
 - Manages time and tasks independently
 - Shows adaptability to remote work scenarios
- **Communication**
 - Responds promptly to messages and emails
 - Participates in virtual meetings actively
 - Shares regular progress updates
 - Articulates ideas and feedback clearly
- **Collaboration & Teamwork**
 - Works effectively with remote team members
 - Supports and assists colleagues when needed
 - Builds positive working relationships
- **Goal Achievement**
 - Meets or exceeds established goals
 - Updates goals as priorities shift
 - Tracks progress toward long-term objectives
- **Self-Motivation**
 - Takes initiative without direct supervision
 - Seeks opportunities for personal/professional growth
 - Exhibits accountability for outcomes
- **Technology & Workspace**
 - Maintains a functional remote workspace
 - Demonstrates proficiency with collaboration tools
 - Proactively addresses technical issues
- **Feedback & Development**
 - Accepts and implements feedback constructively
 - Identifies training or support needs
 - Sets action plans for improvement

Manager's Notes

Comments:

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