Employee Performance Evaluation Form
For Remote Workers

Use this **employee performance evaluation form** sample to effectively assess the productivity and engagement of remote workers. It includes key metrics tailored to virtual work environments, ensuring comprehensive and fair performance reviews. This template helps managers track progress and provide constructive feedback remotely.

Employee Information

Employee Name		**Department**	
Position		**Evaluation Period**	
Manager Name		**Date**	

Criteria	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Productivity & Output	○	○	○	
Communication & Responsiveness	○	○	○	
Time Management	○	○	○	
Independence & Initiative	○	○	○	
Collaboration & Teamwork (virtually)	○	○	○	
Adaptability to Remote Tools/Processes	○	○	○	

Summary & Recommendations

Overall Performance	Select ▼
Strengths	
Areas for Improvement	
Development Goals	

Employee Signature	Date	Manager Signature	Date

Submit Evaluation