

# Employee Performance Report for Remote Workers

**Overview:** This **employee performance report** for remote workers provides a comprehensive evaluation of their productivity, collaboration, and goal achievement while working off-site. It helps managers identify strengths, areas for improvement, and tailor support for remote team members. This report is essential for maintaining accountability and fostering professional growth in a virtual work environment.

## Employee Information

Name	John Doe
Position	Customer Support Specialist
Supervisor	Jane Smith
Reporting Period	January 1, 2024 – June 30, 2024

## Performance Metrics

Category	Score (1-5)	Comments
Productivity	4	Consistently meets targets and delivers tasks on time. Demonstrates effective time management while working remotely.
Quality of Work	5	Produces high-quality, accurate work with attention to detail.
Collaboration & Communication	3	Responsive to team communications but could participate more actively in virtual meetings.
Initiative	4	Frequently takes initiative and suggests process improvements.
Reliability	5	Highly reliable; adheres to schedules and deadlines.

## Achievements

- Resolved 20% more customer tickets compared to the previous reporting period.
- Developed a new FAQ document that reduced repetitive inquiries by 15%.
- Received positive feedback from clients for timely support and communication.

## Areas for Improvement

- Increase active participation in virtual team meetings.
- Seek additional training on new helpdesk software updates.
- Enhance proactive communication regarding project status.

## Goals for Next Period

- Attend all scheduled team meetings and contribute to discussions.
- Master new CRM features by completing training modules.
- Provide weekly status updates to the supervisor.

## Manager's Comments

John continues to be a dependable remote team member who delivers quality service to clients. Focusing on

communication and embracing upcoming technology changes will further enhance his impact. Recommend continued professional development and increased engagement with the team.

## Employee Response

*(Employee comments and feedback may be entered here.)*

## Signatures

Employee Signature	Date
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Manager Signature	Date
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