

Performance Appraisal Form Sample for Remote Employees

Using a **performance appraisal form sample for remote employees** helps streamline the evaluation process by focusing on key metrics tailored to virtual work environments. It ensures consistent and fair assessments, addressing communication, productivity, and goal achievement. This form serves as a vital tool for managers to provide constructive feedback and support employee development remotely.

Employee Information

Employee Name		Position/Title	
Manager/Supervisor		Department	
Evaluation Period			

Performance Criteria

Rate the employee on each criterion using the following scale: 1 - Unsatisfactory, 2 - Needs Improvement, 3 - Meets Expectations, 4 - Exceeds Expectations.

Criteria	Rating	Comments
Communication Skills (verbal, written, virtual meetings)		
Productivity and Quality of Work		
Time Management & Reliability		
Collaboration & Teamwork (remote interaction)		
Adaptability & Problem-Solving		
Goal Achievement (as per set objectives)		

Strengths

Areas for Improvement

Employee Comments

Development Goals / Action Plan

Signatures

Employee Signature		Date	
Manager/Supervisor Signature		Date	