Job Evaluation Form Sample for Remote Employees

Job evaluation form sample for remote employees helps organizations assess roles based on performance, skills, and responsibilities. This form streamlines the appraisal process, ensuring fair and consistent evaluation across virtual teams. Utilizing a standardized template promotes clarity and aids in making informed HR decisions.

Employee Information

Employee Name		Department	
Job Title		**Evaluation Period**	e.g., Jan 2024 - Jun 2024
Supervisor		**Date**	

Job Performance Criteria

Criteria	Description	Rating (1-5)	Comments
Quality of Work	Accuracy, attention to detail, and consistency		
Productivity	Volume of work delivered within deadlines		
Communication	Effectiveness in virtual meetings and written updates		
Collaboration	Teamwork, responsiveness, and cooperation in remote setting		
Initiative & Problem Solving	Ability to work independently, resourceful and proactive		

Remote Work Skills

Criteria	Description	Rating (1-5)	Comments
Time Management	Effectively manages workload and meets deadlines remotely		
Tech Proficiency	Utilizes remote tools/platforms efficiently (e.g., Zoom, Slack)		
Accountability	Takes responsibility for tasks and outcomes		

Overall Comments

Summarize employee's performance. Highlight strengths and areas for improvement.

Development & Training Needs

e.g., suggested training, skills to enhance, or resources required

Evaluator Name		**Signature**	(Type or sign)	**Date**	

Submit Evaluation