

Remote Work Self-Evaluation Form

Personal Information

Name

Email

Department / Team

1. Work Performance

Describe your progress toward key work goals & objectives

Key achievements while working remotely

Challenges faced and how you addressed them

2. Communication & Collaboration

How have you maintained communication with your team?

Remote tools/technologies you regularly use

How do you ensure effective collaboration remotely?

3. Productivity & Time Management

Describe your typical remote work routine

How do you manage distractions and stay focused?

Areas for improvement in productivity/time management

4. Wellbeing

How do you maintain work-life balance when working remotely?

Support/resources that have helped you

Any concerns regarding remote work experience

5. Additional Comments