

Remote Staff Weekly Communication Check-In Survey

Name

Role or Department

How would you rate the quality of communication within your team this week?

☐ Excellent ☐ Good ☐ Average ☐ Poor

Which communication tools did you use this week? (select all that apply)

☐ Email ☐ Chat ☐ Video Calls ☐ Phone ☐ Other

How often did you communicate with your team this week?

Did you face any barriers to effective communication? If yes, please elaborate.

Suggestions for improving team communication

Additional comments