

Remote Performance Review Questions to Build Alignment and Connection

While your core review process should stay consistent, remote work demands added empathy and structure. Use these thoughtful questions to surface blockers, foster trust, and strengthen team collaboration:

Review Conversation Template:

- **Tools & Workflow:**
What tools or technologies could make your remote workflow more efficient or less frustrating?
- **Communication Gaps:**
Do you feel you're getting enough communication from your manager and peers? What's missing?
- **Remote Challenges:**
Can you describe a situation where working remotely made a task harder than it would've been in person? What support would help next time?
- **Preferred Communication Style:**
What communication method works best for you—video, chat, or email? What helps you feel most connected?
- **Collaboration Improvements:**
Are there ways you could improve how you share updates or collaborate with the team in a remote setting?

Constructive Feedback Examples for Remote Employees

Remote performance feedback should be clear, actionable, and balanced. Use these real-world examples to guide your conversations:

When Things Are Going Well:

- “You’ve consistently delivered work on time and stayed highly productive while working remotely. It shows excellent self-management and alignment with our goals.”

- “Your proactive communication and regular engagement in virtual meetings have helped maintain a strong team connection.”
- “You’ve found smart ways to use digital tools for collaboration, which has increased overall efficiency. It’s a great model for remote teamwork.”
- “Your flexibility and problem-solving attitude through changes in our remote setup have kept team morale high and performance steady.”

Where Improvement Is Needed:

- “Improving how often and clearly you communicate in meetings would strengthen your collaboration and keep the team better informed.”
- “You’re doing well individually, but more collaboration would improve the team’s outcomes. Look for ways to work cross-functionally and seek input.”
- “There have been some delays in deliverables. Let’s explore how to better prioritize and manage time in the current setup.”
- “Adapting to remote tools seems to be a challenge. Let’s identify the blockers and provide the training or resources needed to support you.”