



PERFORMANCE REVIEW

REMOTE WORKER

TEMPLATE





WELCOME TO

CREWMOJO

Enabling performance experiences to be designed and delivered in days not months.

Use these templates for inspiration or as a starting point for your own system. When you need to automate and scale the process, each template is ready to go in the Crewmojo platform.

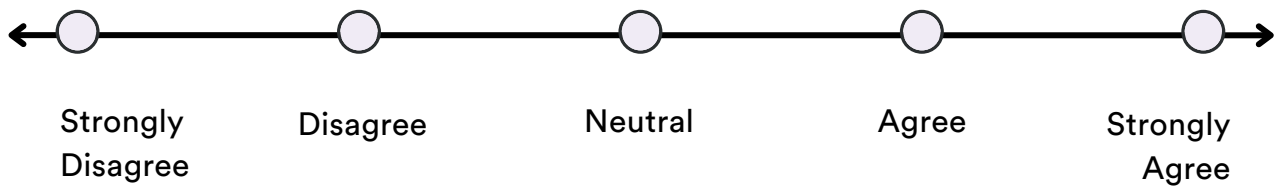
Take a [personal tour](#) of Crewmojo.

REMOTE WORKER REVIEW

Welcome to our Remote Worker feedback and review template. Remote work offers greater flexibility to balance work and life commitments - this template helps to shape ways of working to support the best outcomes for individuals and their teams.

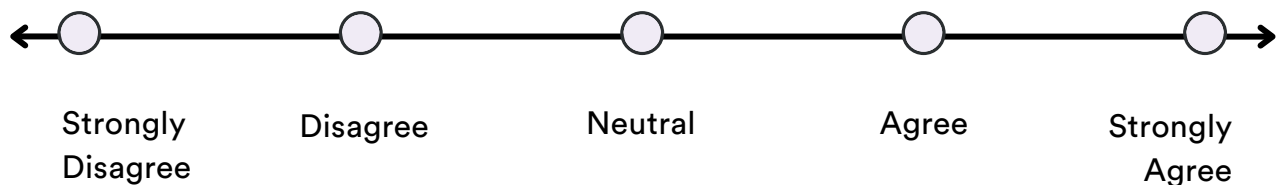
This person is autonomous and accountable

- They can be trusted to deliver on what they say they will do.
- They extend trust to their team members and have their best interests in mind.
- They don't make negative assumptions or look for hidden agendas in their teammates.



This person has clear boundaries around their work and home lives.

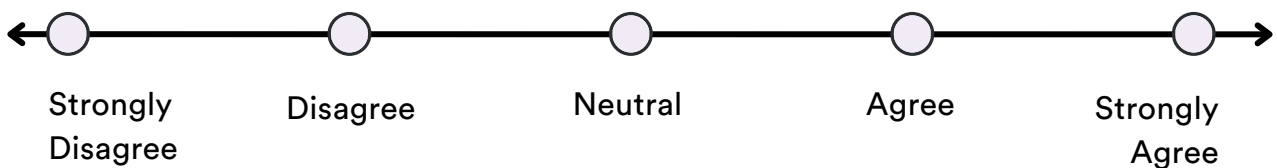
- They have a dedicated space where they can focus and do their best work.
- When they're done working, they spend time with friends and family to get refreshed.
- They avoid putting themselves in distracting environments where they struggle to focus and get work done.



REMOTE WORKER REVIEW

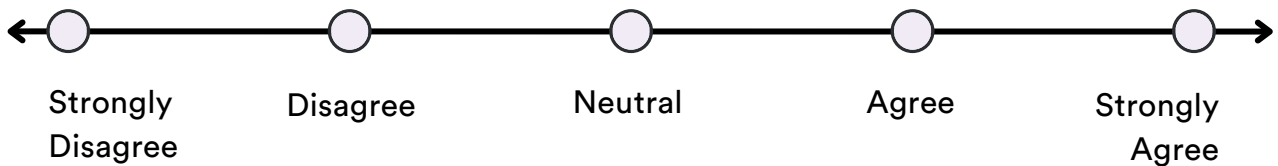
This person communicates extremely well in writing

- They communicate their thoughts in a clear and concise manner.
- They consider how what they write or say might be interpreted by others.
- As such, they don't find themselves in misunderstandings that have to be cleared up through additional, unnecessary communication.



This person collaborates through a lens of asynchronous communication

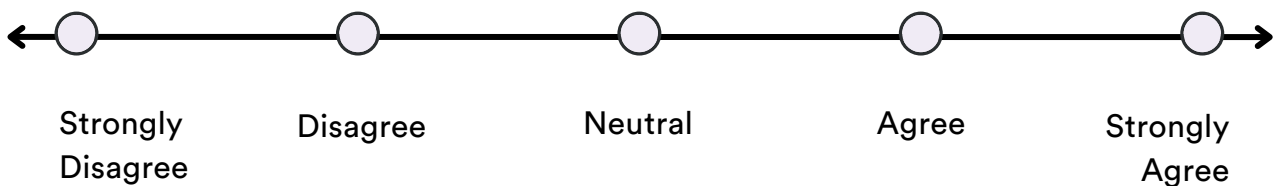
- They let other team members get involved when it works best for them (when they are ready to give something their full attention).
- They don't try to recreate an office environment through too many meetings and other forms of synchronous communication.



REMOTE WORKER REVIEW

This person knows when they are most productive, and builds habits to maximize that time.

- They build habits to help themselves prioritize their time effectively, and to quickly get into a state to do focused work.
- They are able to shut out distractions.
- They learn what circumstances help them focus.
- They know when they should do heads-down private work, or provide asynchronous feedback to help teammates move ahead with their work, or go for a quick run to clear their heads.
- They don't try to force "normal work hours."
- They take advantage of the greatest benefit this type of work has to offer: taking care of themselves so they can do their best work when they're at their best.





EXPLORE MORE

Building a world-class performance culture is made easy with our template library and pre-designed employee experiences.

Templates:

- One-on-one templates
- Performance review templates
- Role descriptions
- Goal templates
- Survey templates
- Engagement surveys
- and more

Experiences:

- Onboarding new employees
- Goal setting & alignment
- Growth plans & coaching
- Skill tracking & development
- Feedback & recognition
- Stay interviews
- Performance reviews
- Exit surveys & interviews
- and more

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