

PERFORMANCE REVIEW FORM

Employee _____ Supervisor _____

Adaptability to Remote Working Environment during the COVID-19 Pandemic

Performance Criteria	Score 1-10
Proficient with virtual work technology (Zoom, Webex, email, etc.). Willingness to learn and master new technology.	
Maintained effective communication while working remotely. Participated effectively in virtual meetings/ webinars. Reasonably responsive and accessible.	
Demonstrated flexibility and adaptability in a changing work environment.	
Completed work assignments.	
Employee self-assessment:	
Managerial Comments:	

Under the "Managerial Comments" section consider:

- How has this employee's performance been affected during the COVID-19 pandemic? Can remote work be effectively continued (either full-time or part-time), or should this employee be returned to work in the office as soon as possible and as soon as COVID-19 restrictions are lifted?
- It may not be entirely fair to hold employees to the same performance standards that existed prior to COVID-19. With the economy suffering, there may be additional household pressures that our employees face that did not exist when life was normal such as: economic pressures, care-giving, etc.
- That some people did not have reliable, strong internet connections.