

Performance Review Policy for Remote Employees

Subject: Performance Review Process for Remote Team Members

Dear Remote Team Members,

As our workforce continues to include employees working from various locations, we want to clarify how our performance review policy applies to remote workers and ensure you receive the same quality evaluation experience as on-site employees.

Remote employees follow the same review schedule, criteria, and procedures as office-based staff. Your performance will be evaluated based on results, deliverables, communication effectiveness, collaboration, and goal achievement—not on physical presence or hours worked in a specific location.

Review meetings will be conducted via video conference unless you prefer to travel to an office location for an in-person discussion. We require video-enabled meetings (not just phone calls) to facilitate better communication and connection during this important conversation. Please test your technology in advance and ensure you have a quiet, private space for the meeting.

Documentation and forms will be submitted through our HR management system as usual. If you experience any technical difficulties accessing the system, contact IT support at [contact] or HR at [contact]. We can provide alternative submission methods if necessary.

Managers of remote employees have been trained on conducting effective virtual performance reviews and evaluating remote work performance fairly. If you have concerns about being evaluated differently due to your remote status, please discuss them with your manager or contact HR confidentially.

Time zone considerations: If you work in a different time zone than your manager, coordinate a meeting time that is reasonable for both parties. The company supports scheduling reviews during your normal working hours whenever possible.

We value your contributions regardless of where you work, and our review process is designed to recognize and support your success.

Best regards,

[Name]

Human Resources Team

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