

# Template: Remote Team Feedback and Assessment Checklist

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Based on Article: "The Role of Feedback and Assessment Tools in Remote Teams"

Website: <https://remotesuccesshub.com/>

A practical checklist to implement effective feedback and assessment tools for remote teams.

## Checklist Items:

- 1. Establish Regular Check-Ins**  
Schedule recurring 1:1 meetings between managers and team members to discuss goals, blockers, and provide support. Ensure these check-ins maintain context and focus on actionable items.  
Reference Section: The core feedback tools remote teams use to stay aligned
- 2. Implement Pulse Surveys**  
Utilize pulse survey tools to conduct short, recurring sentiment checks on morale, workload, and engagement. Keep surveys concise to avoid respondent fatigue.  
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- 3. Create a Peer Feedback System**  
Set up structured peer feedback tools to encourage collaboration and input from coworkers. Ensure clarity in norms to make the process comfortable and effective.  
Reference Section: The core feedback tools remote teams use to stay aligned
- 4. Utilize Recognition Tools**  
Incorporate platforms for public or peer-to-peer recognition to reinforce good work and team values. This boosts morale and visibility of contributions.  
Reference Section: The core feedback tools remote teams use to stay aligned
- 5. Implement Async Feedback Platforms**  
Utilize written comment tools and decision logs for teams working across time zones. This ensures better traceability and reduces the need for excessive meetings.  
Reference Section: The core feedback tools remote teams use to stay aligned
- 6. Formalize Performance Review Cycles**  
Establish a structured performance review suite that includes templates, history, and reporting to ensure consistent evaluations and support career development.  
Reference Section: Assessment tools that turn remote performance into measurable progress
- 7. Conduct 360-Degree Feedback**  
Integrate multi-rater feedback from peers, managers, and reports to facilitate leadership growth and self-awareness. Ensure anonymity and careful framing of feedback.  
Reference Section: Assessment tools that turn remote performance into measurable progress
- 8. Maintain a Decision Log**  
Utilize decision-log tools to tie feedback directly to decisions and tasks. This accountability helps reduce confusion about next steps and aligns team efforts.  
Reference Section: The core feedback tools remote teams use to stay aligned
- 9. Monitor Engagement and Feedback Rhythm**  
Regularly assess the frequency and effectiveness of feedback tools to avoid survey fatigue and ensure engagement remains high among team members.  
Reference Section: Building a feedback culture that works across time zones and work styles