REMOTE CONTRACTOR REVIEW

Performance Review Template

Use one copy per contractor. Bring examples and agree the next actions together.

Contractor

Project

Reviewer

Review date

Period covered

Next check-in

01 What did we agree the contractor would deliver?

List deliverables, due dates, acceptance criteria and agreed scope changes.

02 What did they deliver, and what evidence do we have?

Record completed work, milestone results, sign-offs or stakeholder feedback.

03 What got in the way, and what could we change?

Note blockers, the contractor’s perspective and any change both sides can make.

04 What do we need to agree before we leave the call?

Use the action table to record the next deliverable or adjustment and who owns it.

Agreed action or deliverable	Owner	Due date	Success measure