



Remote Work Checklist

- I have viewed the video (Remote Work: Strategies to Succeed)
- My supervisor and I have discussed expectations regarding my work plan and deliverables
- My supervisor and I have agreed to the dates and hours that I will be working
- My supervisor and I have discussed expectations regarding meetings and other regular check-ins
- I have access to department shared drives
- I have access to department procedures
- I have the necessary equipment like a laptop
- I know how to use WebEx and/or Zoom:
 - To make phone calls and video calls
 - How to share my screen
 - How to set a status, an away message and/or set myself as unavailable
 - How to schedule meetings
- My supervisor and team members have shared our contact information and calendars
- I have set up a productive remote workspace
 - I have reliable Wi-Fi
 - I have a quiet space and necessary privacy
 - I have set work boundaries with other household members
 - I have a clean, well-lit space for video calls
 - I have a desk and a comfortable chair
 - I have the necessary applications downloaded to my computer



Remote Work Plan

Employee name:

Banner ID:

Title:

Department:

Supervisor Name:

Remote work begin date:

Remote work end date:

This remote work agreement will be reviewed on the following date:

The employee's remote work schedule will be as follows (e.g.: M-T-W-F 8am-4pm at the Office, Th 8am-4pm working remote):

Summary of work performed during remote work:

Key deliverables and/or expectations: