

WORKING REMOTELY FOR SUPERVISORS

The following are general considerations that will help you, the supervisor, prepare to implement and support virtual work arrangements.

CREATING THEIR WORKSPACE

Have you discussed a dedicated space from where your employees will be working remotely? Is it free as possible from distractions? Can they Zoom from this workspace?

WORKSPACE

EQUIPMENT

Do they have the equipment they need to perform their work?

CONNECTIVITY

Can they connect to the internet and the secure server (VPN/Pulse) at ASU?

ZOOM & WEBCAM

Are they familiar with how Zoom and their webcam works? Encourage them to embrace their webcam, and ask them to consider what is behind them when they Zoom into meetings.

SUPPLIES & STORAGE

Do they have the supplies (pens, writing pads, etc.) they need to be productive? Discuss where they will put their work when they are done for the day.



MANAGING THEIR WORK

SCHEDULE

Have you communicated clear expectations on their work schedule? Do they need to communicate their schedule to you, or colleagues/clients, such as in their email signature?

STRUCTURE

Help them structure their day. Encourage them to consider waking up at the same time every day, tackling specific tasks at the same time each day if possible.

PRIORITIZE

As everyone's schedule and responsibilities change on a day to day basis, encourage them to prioritize (and write down) their daily tasks.

ORGANIZATION

Does their work need to be organized (or filed) in a different way now that they are working remotely?

PROCESSES & PROCEDURES

Are there new processes and procedures that need to be developed? Have you shared these changes with your employees?



COMMUNICATION

COMMUNICATIONS

Are your employees' communications to colleagues and clients still remaining professional in these turbulent times?

THEIR NEEDS

Have your employees determined what they need to be successful? Have you discussed this with them?

TEAM MEETINGS

Have you been clear on the process for your employees attending regular meetings with you and your team?

TECHNOLOGY

Are your employees comfortable using the current technology (Zoom, Microsoft Teams, etc.)?



WELLBEING & WORK/LIFE

SCHEDULE BREAKS

Have you encouraged your employees to schedule breaks and lunch into their day (away from their computer)?

STRUCTURE

Are you encouraging your employees to take care of themselves and their families in the ways that are best for them?

PRIORITIZE

If your employees need them, are they aware of the University's resources such as the [Emergency Loan Fund](#)?

