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

### Creating Their Workspace

- **Workspace**: Have you discussed a dedicated space from where your employees will be working remotely? Is it free of distractions? Can they Zoom from this 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. 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? 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. Does their work need to be organized (or filed) in a different way now that they are working remotely? Are there new processes and procedures that need to be developed? Have you shared these changes with your employees?

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

- **Prioritize**: Does their work need to be organized (or filed) in a different way now that they are working remotely? Are there new processes and procedures that need to be developed? Have you shared these changes with your employees?

- **Organization**: Are their work needs 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**: Have you encouraged your employees to schedule breaks and lunch into their day (away from their computer)? Are you encouraging your employees to take care of themselves and their families in the ways that are best for them? If your employees need them, are they aware of the University’s resources such as the Emergency Loan Fund?