MANAGING REMOTE EMPLOYEES

CHECKLIST

Evaluate Your Communication Systems

Pro-tip: A single web cam positioned above a TV screen may be a better option than having one laptop open trying to catch the voices of five people in a room. Make sure you have proper communication systems in place!

Gather Your Remote Team's Preferences

Pro-tip: This may be a great way to find the best remote telecommunication tool for the office or just establish working hours and meeting hours so employees across multiple time zones can stay productive.

Communicate Your Preferences aka Set Expectations

Pro-tip: We recommend including expectations around work/life balance. If you know that there will be some weekend work involved, be upfront about that to ensure that no one is surprised when the time comes to get to work.

Stay Flexible and Organized

Pro-tip: If you're really trying to score points with your team, make this tip true for everyone in the office, not just your remote employees. Whether work gets done in the evening or the early morning shouldn't matter to your company goals, because the work is getting done.

Track Progress

Pro-tip: Organization tools like Trello, Asana, and Monday make it easy to track day-to-day tasks for your entire team, and this allows you to keep track of the progress of projects and the contributions from each team member.

Communicate Often

Pro-tip: Communication can serve two purposes: 1. Ensuring everyone on the team knows what needs to be done, and who is responsible for each part of the project, and 2. Reinforcing that everyone is an important part of the team and that their work matters.

Build Connections

Pro-tip: Building connections through virtual coffee chats, team events, and even just sharing positive feedback can not only help your team grow together, but it can also boost morale.

Do NOT Micromanage

Pro-tip: Micromanaging remote employees is a sure way of demoralizing the team member or team and causing your team to lose confidence in you.

Train Your Current Management Team

Pro-tip: Train your management team on how exactly to manage your remote employees. This will provide them with the support and tools they need to ensure the successful integration of your remote workers with your in-office workers.

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