Remote Work Guidelines for Effective Performance Management

1. When integrating new employees, unit supervisors should schedule one-on-one time with direct reports to ensure that goals, university priorities and expectations are understood and met.
2. Creating a workplace culture with some employees working remotely.
   a. Units should establish set times to bring their employees together for group meetings and activities.
   b. Consider teambuilding activities to foster a team environment.
   a. Determine appropriate metrics.
   b. Seek feedback from clients and co-workers knowledgeable about performance.
4. Gaining feedback from employees/outreach/communication management.
   a. Schedule one-on-one meetings for all direct reports.
   b. Have employees assess themselves and the organization.
5. Assessing duties of remote work employees.
   a. Compare work performance and methods to job description.
   b. Revise job descriptions to accurately document duties and responsibilities.
6. Evaluating the functionality of remote work.
   a. Send out weekly emails to the entire unit and possibly more personal, one-on-one videoconferences or phone calls between your unit heads or supervisors and individual members of their teams.
   b. These unit-wide emails should stress the importance of communication as well as continuing to produce high quality work and maintaining accountability.
   c. One-on-one meetings should be used to check in with employees to ensure their work needs are being met.
   d. Terminate remote work if outcomes are not meeting unit expectations.
7. Managing nonwork-related distractions.
   a. Empower your employees by focusing on production rather than hours worked.
   b. Enable your staff to work during the times of day that they are the most effective.

Issues with Evaluating Performance

1. Do job descriptions accurately reflect the remote work?
   a. Compare work performance and methods to job description.
   b. Revise job descriptions to accurately document duties and responsibilities.
2. Not enough opportunities to observe subordinate staff.
   a. Department-wide emails should stress the importance of communication as well as continuing to produce high quality work and maintaining accountability.
b. One-on-one meetings should be used to check in with employees to ensure their work needs are being met.

3. Do current functions performed remotely match the employees’ skill set/training?
   a. Determine appropriate metrics.
   b. Seek feedback from clients and co-workers knowledgeable about performance.

4. Documenting performance and productivity; Setting Goals.
   a. Establish a consistent, known evaluation tool.
   b. Compare work performance and methods to job description.
   c. Revise job descriptions to accurately document duties and responsibilities.

5. Limitations on training opportunities.
   a. Encourage participation in professional organizations.
   b. Utilize campus resources to discover training opportunities.

**Strategies to Integrate Newly Hired Remote Employees into the Organization’s Culture**

- Consider an initial period for newly hired remote employees to work onsite.
- Establish set times to bring all employees together for group meetings and activities.
- Conduct specific teambuilding activities to foster connection and team engagement.
- Have new employees virtually shadow co-workers.
- Develop a culture that minimizes the hesitancies of seeking feedback.
- Use one-on-one meetings to check in with employees to ensure work needs are being met.

**Best Practices for Remote Work Performance**

1. Set clear expectations.
2. Regularly scheduled communications and feedback.
3. Establish clear work/life boundaries.
4. Prioritize mental and physical health.
5. Implement technology in work methods.
6. Set aside time for individualized meetings.
7. Involve IHR and unit HR early when performance issues are noticed.
10. Regularly evaluate remote performance and the functionality or remote work.
11. Assign work in equitable manner between those working remotely and on-site.