You will be expected to be receptive to feedback and modifications to the remote work arrangement.

Effectively Prioritize Work and Meet Performance Expectations

Your manager will not be able to see what you are working on throughout the workday. It is important to distinguish between being ‘busy’ and being productive.

Establish Boundaries Between Work and Personal Time

Having a dedicated workspace as well as communicating clearly with your manager and colleagues regarding your availability will be necessary.

Evaluate Remote Work Arrangement With Manager

You will be expected to be receptive to feedback and modifications to the remote work arrangement.

Clear and Consistent Communication

Clearly communicate progress of defined tasks and expectations with your manager, as well as any barriers that are preventing the completion of work assignments.

Adhere to the Remote Work Arrangement

You will need to understand, sign and adhere to the expectations outlined in the remote work agreement.