

Working remotely is a new and exciting challenge for employers and students. Together with industry experts, your NC Career Services team has put together a list of items and considerations for your review.

It is important to be prepared when onboarding new staff remotely. Implementing strategies/resources that alleviate stress and clearly define expectations will allow for a quick integration of new team members. The following checklist was developed to guide and support you as you navigate some of those questions.

Make Sure Students Have The Necessary Tools To Do Their Job

Equipment – Will the company and/or student be responsible for remote work equipment? Below are some examples that may be applicable and should be considered.

- Laptop or Computer
- Accessories (webcam, headset, speakers, keyboard, mouse, printer, etc.)
- Phone – if the student is using their own phone, will additional costs be covered by the company?
- Other Equipment: _____
- Costs – How will additional costs (i.e. printing) be covered?

Wi-Fi & Technology

- High Speed Internet Access – is it established, or will they need to enhance service? Will the cost be covered?
- Network Router/Adapter
- Surge Protector /Uninterruptible Power Supply
- Backup Drive or Personal Server
- Additional software to be downloaded?
- Links and passwords/access rights to remote applications?
- Access to IT support and resources?

Onboarding and Identifying Company Processes and Expectations

Communicate Clearly and Regularly

- Review business communication and security protocols? Be clear and current with changing processes.
- Ensure that students understand what is expected of them, how their work should be tracked and reported.
- Confirm how the students will be supervised and how that will take place.
- Keep students informed and connected to the team by partnering with a mentor to check in at least once a week.
- Use video conferencing and phone calls, in addition to emails.

Work from Home Expectations

- Identify the hours of work, or if there is flexibility how and if students should track their work
- Identify the students' goals and deadlines
- Provide a defined process for students to reach out for support
- Review expectations for productivity

Resources: NC Employer Relations Consultants are available to assist you, just send us an email!