

Working remotely is a new and exciting challenge for students and employers. 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 know what is expected of you and what you can expect from your employer. The following checklist was developed to guide and support you as you navigate some of those questions.

Know What Is Expected

- Who is your supervisor and how you will be supervised?
- Review employer guidelines and expectations. - ask questions if you are unsure
- Clarify your workday – is it a continuous workday or is it flexible?
- How will you track and report work?
- Will there be regular check-ins with your supervisor?

** Include this information on your Work Term Record (add and resubmit through MyCareer if necessary)*

Make Sure You Have The Necessary Tools To Do Your Job

Equipment – Will you be responsible for providing your own 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 using your own will additional costs be covered by the employer
- Other Equipment: _____
- Costs – How will additional costs (i.e. printing) be covered?

Wi-Fi & Technology

- High Speed Internet Access – do you need to enhance your service and is there a cost?
- Network Router/Adapter
- Surge Protector /Uninterruptible Power Supply
- Backup Drive or Personal Server
- Do you require additional software to be downloaded?
- Will you need links and passwords/access rights to remote applications?
- Do you have access to IT support and resources?

Communication

- What are the business communication and security protocols?
- Will you be assigned a company email address?
- Will you be expected to attend virtual meetings? What format and how will you be notified?

**Remember unless otherwise directed email, phone and video conference etiquette will be formal*

Work Environment

The ideal situation is to arrange for a separate space from your main living area that provides a comfortable and safe environment with privacy and minimal interruptions.

Resources: Your Co-op Consultants are available to assist you while you are working, just send us an email!

[CEWIL Canada - Tips For Working at Home](#)

[Everything You Need To Know About Remote Meetings](#)

[How To Self-Motivate When You Work From Home](#)

[Home Office Setup Tips For Maximum Productivity](#)

[Video Conferencing Etiquette](#)

[Tips To Avoid Loneliness When Working From Home](#)