Telecommuting Tips & Tricks
BEST PRACTICES FOR TELECOMMUTERS AND REMOTE EMPLOYEES

EQUIPMENT
- Make sure you have a video-enabled computer to facilitate smooth video conferencing from home.
- Test your equipment ahead of time.
- Have a back-up plan if your internet goes down.

TOOLS
- Familiarize yourself with virtual collaboration tools like Zoom, Webex, Microsoft Teams, Jabber, OneDrive, Sharepoint, Outlook, and more.
- Consider note taking collaboratively in Microsoft Teams during meetings.
- Know how to check your voicemail remotely.

SPACE
- Choose a quiet, dedicated, location at home to minimize distractions for work and video conferencing. Double check what is showing in your video conferencing background. Check the space for good lighting, internet connection, and ensure that it provides comfort so you can easily focus on the work at hand.

CALENDAR
- Block your calendar showing the hours you will work remotely, with how best to reach you, and set as “free” to show you are available.
- Track your tasks/completions/projects in your calendar.
- Set daily goals, track them and share your progress.

COMMUNICATION
- Communicate clearly, frequently, and openly with your team and supervisor.
- Be proactive and responsive when responding to chat or email messages and phone calls.
- When video conferencing, wear appropriate attire.

EXPECTATIONS
- Set expectations with your team/supervisor that you are available via Jabber, phone and email, as well as, video-conferencing (if necessary) when you are working from home just as you would in the office.
- Work when you are scheduled to work and report any time you are taking leave.

For additional questions or directions, please reach out to the Office of Human Resources at ohr@bgsu.edu
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