

## **Managing a Remote Workforce - Effectiveness Questionnaire**

1. Have you ensured that team members have multiple platforms and communication channels to use while working remotely?
2. Have you established departmental meeting structure with weekly occurrences?
3. Do you support departmental meetings with published meeting minutes?
4. Are you requiring Supervisory Managers to hold individual one-on-one meetings with employees on a regular basis?
5. Have you identified gaps in normal information distribution within your organization?
6. Have you supported these gaps with reports, checklists, and other forms of formal communication?
7. Has your Management Team evaluated current performance metrics and recasted as necessary?
8. Has your organization developed a written procedure for answering customer questions and fielding concerns?
9. Has your organization developed a written escalation path for employee questions and concerns?
10. Has your organization assigned specific resources for handling front-line employee questions as well as Supervisory Employee questions?
11. Have you assessed your current training needs to see if they have changed due to the current climate and demands of your business?
12. Have you explored value-added exercises such as employee training and special projects to ensure employees are remaining productive from home?
13. Have you instructed your employees on to remain effective while working from home?
14. How many social interactions have you promoted within your company over the last 60-days?
15. Do you have an incremental plan for offering remote work in the future? Are you currently moving towards this plan?

For questions regarding any of the issues above please feel free to contact us via email at [Dmorrison@jec-llc.com](mailto:Dmorrison@jec-llc.com) and we will be happy to advise.



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