

## Tips Managing Remote Employees

*From state government leaders who manage remote employees*

Topic	Methods
Communication	<p>Regular communication via email, phone, and instant message to stay connected (tools replace the daily face-to-face)</p> <p>Provide timely feedback, both positive and negative</p> <p>Periodic team meetings and events to encourage team focus and collaboration; some use public locations in other parts of the state such as libraries and other agencies</p> <p>Periodic one-on-one in person meetings, webcam, or FaceTime meetings. Do not let the distance deprive your employees of your insight and development</p> <p>Established system for</p>

Hiring	Try to hire right for remote positions; must be able to work independently, in an unstructured environment, and can use good judgement to make decisions
Tools	Use technology to foster collaboration: shared docs, one note, one drive, SharePoint, web conferencing, etc.  Ensure remote employees have the tools to work remotely including necessary internet speed (conduct an internet speed test)

### Resources:

-Telework Policy: [http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_61.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_61.pdf?sfvrsn=2)

-Telework Guidance for Supervisors & Employees: <http://www.dhrm.virginia.gov/agency-human-resource-services/telework>

-Telework.Gov free training for Supervisors & Employees: <https://www.telework.gov/>