

# CSU TELECOMMUTING PROGRAM

## KEYS FOR EMPLOYEE SUCCESS!

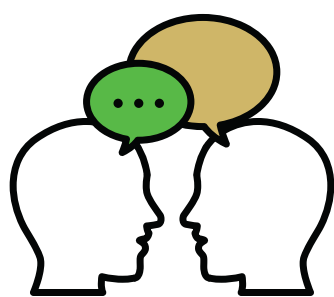
### Wi-Fi



#### **Invest in a Reliable Internet Connection**

- A good connection looks more professional. You don't want to be the one who's always derailing meetings. Close down large software and competing virtual meeting programs while on video calls to minimize glitches.

### CHECK IN!



#### **Communicate**

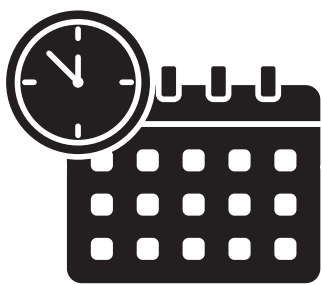
- Don't assume your manager or your team knows what you're doing or what you may need. Work "out loud" when you can, sharing your progress with your team as you go. Remember: send regular updates!
- You are expected to perform all job responsibilities while telecommuting in accordance with your approved telecommuting arrangement. This means that you will need to either meet or communicate with their Appropriate Administrator to receive assignments, review work progress, and complete work as the Appropriate Administrator directs.
- You have agreed to promptly notify your Appropriate Administrator if/when you are unable to perform work assignments due to equipment failure or other unforeseen circumstances.



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### HOURS



#### **Be Disciplined in your Work Habits**

- This means keeping to your regular schedule and being available during public service hours and/or when your colleagues need you.

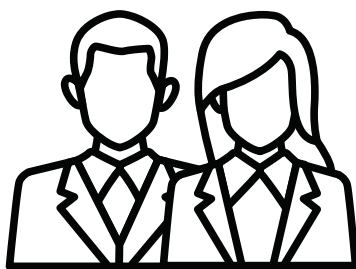
### SPACE



#### **Set Up a Dedicated Workstation**

- You don't have to have a separate room devoted to work, but it can be helpful to have a dedicated space that you think of as where you "go to work." If you don't have a room you can use, carve out a distraction-free zone where you can get some privacy, like the corner of a bedroom where you can close the door.

### MEETINGS



#### **Stay Professional - Know Your Audience**

- We've all seen that video where the toddler wanders into the room while dad is on a high-stakes video call. There are times when it's perfectly fine for a child or pet to make an appearance (in fact, at times this can help build important personal relationships with close team members). But for all those other times, be sure to keep your office door closed - and securely latched. Remember: the mute button is your friend.