

Questions to ask your employees working remotely?

Use the questions below to gain insight into the work and environment of your remote team. Choose questions as appropriate to the situation.

As they are transitioning . . .

1. What are your biggest challenges transitioning to working remotely?
2. Do you have the tools and resources to do your work? Do you need anything else?
3. What are your work hours?
4. Are you taking breaks during the day and having lunch?
5. How is your workspace set-up?
6. Are you able to focus and get things done during the day?
7. What routines are you putting in place to ensure your effectiveness?
8. How can I help you?

After the initial transition . . .

1. What are your top priorities . . . today, this week, this month?
2. What challenges are you having?
3. What are you unclear about?
4. How are you staying connected to the rest of the team & other colleagues at work?
5. How are you managing the needs of work and family?
6. What's your favorite part about working remotely? (Understand what drives them)
7. What's your least favorite part?
8. What routines have you implemented?
9. How have you adjusted your routines?
10. Do you feel included in our team decisions? Why/why not?
11. How are the tools/technology we use as a team working out for you?
12. Which of your coworkers do you wish you had more of a connection with?
 - a. How do you think that would help?
13. What roadblocks can I clear for you?
14. What are you learning?
15. What do you aspire to next in your job/career?
16. What new assignments/opportunities would you like to be a part of?
17. What development opportunities do you need?
18. Who could I help connect you with?
19. What could I be doing to help you?
20. What does the rest of the team need?
21. Am I working with you in a way that's helpful?
22. Is there anything I am doing that is getting in your way?