REMOTE WORK GUIDE

RIGHT TRACK
SAINT PAUL YOUTH EMPLOYMENT

DETERMINE INTERN NEEDS IMMEDIATELY
Technology, office supplies, quiet spaces, etc.

GET TO KNOW YOUR INTERN!

Incorporate ice breakers, team building, and reflection activities throughout the internship Learn about their interests and future goals.

SET UP A VIRTUAL MEET & GREET

Employer Tip: Prepare with the intern so they have questions prepared to ask the office. Large meetings can be daunting in virtual settings, this will allow the intern to feel confident entering the space. Consider planning an icebreaker!

SET REGULAR CHECK-IN MEETINGS

Can be brief and beneficial if they take place at both the beginning and the end of the interns shift. If working with a group these can be with the entire group, but still make time for a regular individual meeting.

INCORPORATE YOUTH VOICE & YOUTH CHOICE

Find out what motivates your intern and tailor projects in their interests, as available.

MAKE SURE INTERNS UNDERSTAND THE BIG PICTURE!

Employer Tip: It can be easy to focus on small tasks without connecting it to the larger picture particularly when working remotely, make sure interns understand their impact.

SET CLEAR GOALS
DAILY AND WEEKLY
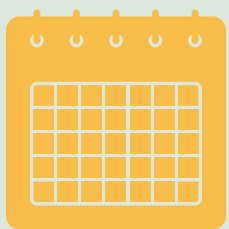
Employer Tips: Make sure to break down projects into smaller tangible steps and set a timeline.
Have a clear system to clock in and clock out.

SET COMMUNICATION NORMS:

What is the best way to communicate with eachother (email, calls, texting, etc.)?
How to request time off? What if they are having technology issues? Running late?

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CONSIDER COHORTS!

Hosting a cohort of interns versus 1 or 2 has many benefits including:
- Interns gain the opportunity to engage in collaborative projects
- Employers are able to offer larger projects and tailor the work to interns strengths and interests
- Interns gain a peer network which provides interns support system that they can lean on. This can result a higher quality of work and less work for the direct supervisor.

POLICIES

Although they aren't working in the office make sure to share policies and procedures with them. This is still apart of the learning experience.

BE FLEXIBLE

Adjust goals as needed!

VIRTUAL MEETINGS TIPS:

- Set meeting norms/expectations
- Make time for casual conversations
- Encourage interns to turn on cameras during virtual meetings, but don't require it
- Consider setting up a shared virtual background if participants aren't comfortable showing their space
- Give everyone a role (e.g. taking notes, facilitating conversation, sharing their work, providing updates, etc.)
- Discuss next steps

WORKING FROM HOME TIPS:

1. Keep Regular Work Hours
2. Separate Work Time and Personal Time
3. Plan Your Workflow
4. Break up the Day
5. Dress Like You're at Work
6. Create an At-Home Office
7. Don't Allow Roomies
8. Be Your Own Janitor
9. Tune in to Inspiration
10. Stay in the Loop

FREQUENTLY USED VIRTUAL MEETING PLATFORMS:

Google Hangouts
Google Meet
Zoom
Microsoft Teams
Webex
Skype
Join.me
RingCentral

ADDITIONAL TOOLS:

Menti - Interact with your audience using real-time voting.
Jamboard - An interactive whiteboard system developed by Google.
Miro - An easy virtual office space platform for visual collaboration.
Monday.com - A collaborative project management platform.
Kahoot - Test participants' understanding in an interactive game.
quizlet - Make and study digital flashcards.
Beautiful.ai - AI-powered presentation software that makes it fast and easy for anyone to build clean, modern, and professionally designed slides.

SUMMER 2020 REMOTE OPPORTUNITIES:

- Market Research
- Story Mapping
- Social Media Campaigns
- Scribing Consultations
- Developing Marketing Plans
- Incident Mapping
- Research
- Database Management
- Project Management
- Lesson Planning
- Writing Scripts for Marketing Videos
- Creating Fliers and Information Sheets Video Editing
- Graphic Design
- Project Management
- Community Outreach
- Professional Development

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