Remote Work: The Day One Checklist

A remote contractor needs to be able to hit the ground running. Though in-house hires are often given multiple days of orientation briefings, a remote contractor is expected to take an assignment and get to work right away.



Job Specifications

- [ ] What is the deliverable?
- [ ] In what format must it be delivered?
- [ ] By what method roust it be delivered?
- [ ] What functions/features/style must the deliverable contain?
- [ ] Are there examples that help illustrate what the client wants?
- [ ] What is the deadline? Are there milestone deadlines?
- [ ] Who will evaluate your work, and by what criteria?

Communications

- [ ] Who is your contact for technical questions?
- [ ] Who is your contact for work/management questions?
- [ ] What is the best method of contact?
- [ ] Backup method?
- [ ] What is the expected turnaround time on communications issues, and Can you specify urgency?
- [ ] What is the employer's basic expectation? (Daly email repot, weekly check-in?)

Collaboration

- [ ] Who will be working with? Whose work will affect yours, and vice versa?
- [ ] How do you Coordinate with them? HOW much availability what kind Of turnaround can be expected?

Technology & Access

- [ ] What software do you need to Create the deliverable. or do the work?
- [ ] Do you have needed access to client's proprietary software site?
- [ ] Do you require training from the Client on any aspect of tech or access?
- [ ] Do you have access necessary to deliver your work?
- [ ] Are there third-party add-ons, and where is the help documentation?
- [ ] Are there platform issues? (Mac to PC, windows to Linux. etc.)

Crisis Management

- [ ] What's the procedure for:
  - [ ] Technical problems/failures on the your end?
  - [ ] Technical problems/failures on the employers end?
  - [ ] A sudden change in your ability to deliver?
  - [ ] A sudden change in what the client needs delivered?

Make and Share Free Checklists
checkli.com