

Remote Work Program Assessment 2 Step-by-Step Instructions

Step 1. Log in to my.fiu.edu or myhr.fiu.edu, in the Employee Dashboard select the “Remote Work Assessment 2” tile.

The screenshot shows the Employee Dashboard interface. At the top, there is a dark blue header with a yellow tab labeled "Employee". Below the header is a grid of 20 tiles arranged in 4 rows and 5 columns. The tiles are:

- My Forms:** Icon of a document with a checkmark.
- Announcements:** Text: "DONATE to Covid-19", "Issues accessing your PEP in My.fiu.edu".
- Personal Details:** Profile picture of a woman, Empl ID 1388016.
- Time:** Icon of a person and a clock, Sick 7.61, Vac 124.10.
- Tax Information:** Icon of a building with a dollar sign.
- Payroll and Compensation:** Icons of a check, a dollar sign, and a building, Last Pay Date 06/05/2020.
- Pending Approvals:** Icon of a document with a checkmark, 12.
- Learning and Development:** Icon of a graduation cap and a document.
- Performance:** Icon of a person and a bar chart, Next Due Date 07/31/2020.
- Pay:** Icon of a stack of money, Last Pay Date 06/05/2020.
- Benefit Details:** Icons of a pill, a heart, and a person.
- Access Request:** Icon of a key and a list.
- Total Rewards:** Icon of a pie chart and coins, Total Rewards Statement 2019.
- Recruiting:** Icon of a magnifying glass over a person.
- Manage Delegations:** Icon of a person with arrows pointing to other people.
- Tuition Waiver:** Icon of a graduation cap and a dollar sign.
- Company Directory:** Icon of a person in a box with other people below.
- Employee Resources:** Icons of a laptop, a document, and a checkmark.
- Remote Work Assessment 2:** Icon of a cloud with a double-headed arrow. This tile is highlighted with a red border.

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Step 2. Complete the Remote Work Assessment 2 and click “Save Answers” at the top of the page.

The screenshot shows a web browser window titled "Remote Work Assessment 2". On the left, a yellow progress bar indicates "1 Remote Work Assessment 2 Complete". In the top right corner, a green "Save Answers" button is highlighted with a red rectangle. The main content area is titled "Step 1 of 1: Remote Work Assessment 2" and contains the following questions:

Remote Work Questions

*1. Are you able to work remotely?
 Yes
 No, not working remotely
 No, working on campus

*2. If YES (working remotely), what activities have you been engaged in this week?
 Regular duties
 Activities related to emergency management
 Professional development
 Special projects assigned in lieu of regular activities
 Not applicable (N/A)

*3. If working remotely, how effective do you feel working from home compared to working on site?
 Less effective
 The same
 More effective
 Not Applicable (N/A)

*4. What challenges are you facing with remote work?
 Duties do not allow for remote work
 Technical/Equipment needs (laptop/printer)
 No internet
 Child Care
 Adult Care
 Not Applicable (N/A)

*5. If duties do not allow for remote work, what duties do you perform?
Not Applicable (N/A) ▼

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Step 3. Once the “Completed Instructions” box appears, click the “X” and “Exit”.

The screenshot displays a web browser window titled "Remote Work Assessment 2". The main content area is titled "Step 1 of 1: Remote Work Assessment 2" and contains a "Remote Work Questions" section. The questions are as follows:

- *1. Are you able to work remotely?
 - Yes
 - No, not working remotely
 - No, working on campus
- *2. If YES (working remotely), what activities have you been engaged in this week?
 - Regular duties
 - Activities related to emergency management
 - Professional development
 - Special projects assigned in lieu of regular activities
 - Not applicable (N/A)
- *3. If working remotely, how effective do you feel working from home compared to working on campus?
 - Less effective
 - The same
 - More effective
 - Not Applicable (N/A)
- *4. What challenges are you facing with remote work?
 - Duties do not allow for remote work
 - Technical/Equipment needs (laptop/printer)
 - No internet
 - Child Care
 - Adult Care
 - Not Applicable (N/A)
- *5. If duties do not allow for remote work, what duties do you perform?
 - Not Applicable (N/A) [dropdown menu]

A modal dialog box titled "Completed Instructions" is overlaid on the assessment. It contains the text: "You have successfully completed the Remote Work Assessment Questionnaire." The dialog box has a close button (X) in the top right corner. In the top left corner of the browser window, there is an "Exit" button with a red box around it. In the top right corner of the assessment interface, there is a "Save Answers" button.