Remote Work Audit FRAMEWORK

A step-by-step self-guide on how to run a remote work audit.

FROM
Remote - How

PARTNER
remote
Remote Work Audit Framework

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Remote-how Audit
Foreword

What a year 2020 has been for us all. Just about everything stopped in its tracks, and we’ve all had to make huge changes in how we live our daily lives. How we’ve dealt with this transformation in our social lives, professional careers, and day to day living hasn’t always been a smooth ride. New rules and regulations are making certain tasks more difficult to perform. Policies implemented one day are abandoned the next week. Without some guidance and experience in how to manage such huge changes, it’s no wonder that our lives have become a little more... chaotic!

What has surprised us the most throughout this whole pandemic journey is the huge effect on remote work it’s had. The majority of it has been positive, but some challenges have still arisen for us all to deal with. That’s why we are still worried about the future of flexible working conditions for all industries. As of June 2020, an incredible 42% of the US labor force have been working from home. However, a lot of managers still need some real support and guidance in how to transition their teams to remote work. Having to make such a huge leap forward in an incredibly short amount of time is no easy feat.

There is no digital transformation playbook with all the correct answers. There’s not an easy method to transition huge amounts of employees to remote work alone either. Successful remote or hybrid-remote transitions without the necessary knowledge and experience have become an all too common occurrence this year, and we are worried about it.

We firmly believe though in the power that remote work has and the opportunities it provides. That’s why we want to help guide and support more people now than ever when implementing remote work. Since 2017, we’ve been mentoring employers, employees, and numerous companies through their remote journeys - it has given us unique insights that most others don’t have. Just like any other kind of digital transformation, it’s worthwhile getting expert help and consultation to avoid wasting time, money, and effort.

Transitioning companies are running at a high risk of mismanaging a change that we only really have one shot at getting. A company’s culture is precious and takes time to build. But without implementing it correctly, a fully remote or hybrid workforce can risk disrupting all your hard work. Differences in work practices,
communications policies, and of course the physical isolation of remote work are all hurdles that need to be cleared successfully.

After thinking long and hard about what we can do to help the situation, we finally came up with an idea. By combining all our expertise, services, and tools together, we can now guide a company’s workplace remote transformation with our new Remote-how Audit. The idea is simple but expansive. It analyzes a company’s needs, current state, and remote future. It provides an insightful snapshot of what’s going well, what isn’t, and what needs to be changed. With the audit in hand, and continued guidance from Remote-how experts, a company can see a clear path as to how they can make remote work really work for them.

We’re extremely excited to begin sharing our free Remote-how Audit Framework for any of you that need a hand in effectively managing remote change in your company.

Iwo Szapar, CEO
Remote-how
What, why, and how?

What is a remote work audit?

The remote work audit is a comprehensive review of your organization in regards to remote work.

Why conduct a remote work audit?

You can't fix something if you don't know what's broken!

The audit provides an insightful snapshot of what's going well, what isn't, and what can be changed. With the audit in hand and guidance from experts, you will see a clear path as to how your company can make remote work really work in your company.

How do I run a remote work audit?

The easiest way is to simply use our framework!

We will show you:

- How to gather data from employees.
- Which areas you should cover.
- How to review your tools and policies.
- How to draw useful conclusions.

Let's dive in!
Audit Methodology

The following model takes you through our approach for assessing and understanding remote work setups in organizations.

1. Understand the process

The process developed by Remote-how consists of 3 steps:

- Company-wide survey
- Team interviews
- Work policy & tools review

A company-wide survey allows you to get a holistic view of the situation in your company. One on one interviews with selected employees will deepen your knowledge and give you insights. The work policy and tools review will give you a comprehensive look at your company’s practical and technical setup.

With all this information, you will be easily set up to analyze your results. This will allow you to draw conclusions on how your current setup is seen by your employees, and what their expectations are on leveraging it up.

<table>
<thead>
<tr>
<th>Employees’ perspective</th>
<th>VS</th>
<th>Company setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td></td>
<td>Work policy review</td>
</tr>
<tr>
<td>Interviews</td>
<td></td>
<td>Tools review</td>
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</tbody>
</table>
2. Focus on employees

If there's one group of people who know your remote work policy best, it's your employees. The drive for remote has often come from a company's workforce and from those who already have some prior remote experience. We're working from a bottom-up perspective at this point through anonymous, online surveys and interviews.

Remember to tailor questions to your employees' perspectives. We advise you to do it according to their individual roles within the organization.

3. Define research areas

Remote work is different from the occasional working from home we might be used to. Despite the fact there are many different approaches to remote work, there is always a common denominator: it always has far reaching effects. It means we need to understand how it influences all the main areas of a company. On the flip side, we must also check which areas have not yet adjusted to fit new organizational challenges. We have defined 8 areas that are extremely important to really understand this change in a company:

<table>
<thead>
<tr>
<th>Remote Readiness</th>
<th>Communication</th>
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</thead>
<tbody>
<tr>
<td>Culture &amp; Values</td>
<td>Leadership</td>
</tr>
<tr>
<td>Satisfaction &amp; Well-being</td>
<td>Knowledge &amp; Self-development</td>
</tr>
<tr>
<td>Work Organization</td>
<td>HR Policies</td>
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</tbody>
</table>

4. Setup a timeline

Running an audit is not an easy process. We believe this framework is a great start, but there's still some more work that will need to be done. There are two main steps - Preparation & Execution. In the following chapters, we will discuss both of them.

The preparation stage will probably take longer than conducting the audit itself. It's extremely important to build a survey that will not only answer all your questions, but also show you any gaps and priorities. Remember, Remote-how can help you with that.
Here's the expected timeline for if you’d like to prepare the audit by yourself:

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Execution</th>
<th>Analysis</th>
<th>Final report</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>WEEK 2</td>
<td>WEEK 3</td>
<td>WEEK 4</td>
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</table>

Here’s how Remote-how can help you shorten the whole project:

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</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>WEEK 2</td>
<td>WEEK 3</td>
<td>WEEK 4</td>
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</tbody>
</table>

Remote Work Survey preparation

Video interviews – conducting & analyzing

Thanks to Remote-how you can not only save time but also your budget. To prepare and run such a complex audit as we do, you would be forced to engage with an HR professional for around 14 weeks. We can do it in 5.
Why is it worth working with Remote-how?

<table>
<thead>
<tr>
<th></th>
<th>Remote-how</th>
<th>In-house</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
<td>5 weeks</td>
<td>14 weeks</td>
</tr>
<tr>
<td><strong>Engagement</strong></td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td><strong>Quality</strong></td>
<td>High</td>
<td>Based on the experience and remote knowledge of your team</td>
</tr>
<tr>
<td><strong>Recommendations</strong></td>
<td>Based on best practises, expert knowledge, and experience</td>
<td>Based on the experience and remote knowledge of your team</td>
</tr>
</tbody>
</table>
Step 1: Remote Work Survey

1. Overview

The Remote Work Survey is an important first step to get to know your company and its remote work status quo. It should be done quickly by each employee without the need for a formal interview, making it the fastest way for you to know where to probe further.

The Remote Work Survey should cover 8 different audit areas. The format needs to be simple and intuitive, quick to take, and available to complete online. The survey should be also formatted differently for the various roles present within the company.

When each participant works through the survey, we shouldn’t simply ask them yes or no questions. We want to see the importance that people place on remote aspects and how they evaluate them personally and within the company. We also want to explore any changes that have happened over time too. At the end of the day, a remote work policy can only be successful if it works for both the employer and employees. Once the results are aggregated and collected, it becomes easy to see which issues are the most urgent. Prioritization is key!
2. Building a survey that make sense

The main factors to consider while building a survey for your company:

1. Various roles
2. Audit areas
3. Questions format

**Various roles**

Why are these important at this stage in the progress? You have to build your survey based on the target group. Questions may be different depending on the role of the employee in the company. If you audit a specific team, you probably don’t need to prepare specific questions for C-levels. However, if you’d like to audit the whole company, these will be a must.

A question about which role you are interviewing should be one of the first to ask. Based on the answer you receive, you can then provide each user with different questions.

At Remote-how, we believe the most important groups to differentiate your questions for are:
- Individual employees
- Manager / team leads
- HR
- C-level

**Examples:**

**INDIVIDUALS:** Do you feel well prepared to work remotely?

**MANAGERS:** Do you feel well prepared to manage your team remotely?

**C-LEVEL:** Do you feel well prepared to manage your company remotely?

As shown in the examples above, each employee/manager has a different perspective which is important to us when drawing conclusions.
**Audit areas**

We have defined 8 different areas that need to be verified to get a full overview of the situation within your company. In the table below you will find more details on each of these areas.

<table>
<thead>
<tr>
<th>Audit Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Readiness</td>
<td>Remote strategy, current situation &amp; learnings, expectations vs reality</td>
</tr>
<tr>
<td>Culture &amp; Values</td>
<td>Organizational culture, peer-to-peer relations</td>
</tr>
<tr>
<td>Satisfaction &amp; Well-being</td>
<td>Job satisfaction, socio-emotional well-being</td>
</tr>
<tr>
<td>Work Organization</td>
<td>Workplace flexibility &amp; ergonomics, productivity and efficiency metrics</td>
</tr>
<tr>
<td>Communication</td>
<td>Direct communication, meeting habits, company information flow</td>
</tr>
<tr>
<td>Leadership</td>
<td>Role of leadership, team expectations, struggles and fears</td>
</tr>
<tr>
<td>Knowledge &amp; Self-development</td>
<td>Knowledge management, learning and development needs</td>
</tr>
<tr>
<td>HR Policies</td>
<td>Hiring, onboarding, career development</td>
</tr>
</tbody>
</table>
Question format

Careful attention needs to be paid to the format and wording of your questions. You want to try to be as clear and neutral as possible, while also giving those surveyed the chance to explain their opinion further. Take a look at our examples for tested methods and formats as to how best set out your questions:

→ Avoid simple “Yes” / “No” questions - usually they don’t bring much value.

Example:

Instead of asking:

Q: Are you satisfied with your current work?
A: Yes / No

Ask:

Q: How satisfied are you with your current work?
A: Scale: 0 - Not satisfied at all

... 10 - Very satisfied

→ Avoid having too many open questions - it’s much harder to analyze the results and usually people are not conscious about all aspects of remote work. Without asking detailed questions, you may not get the answers you need to improve the situation.

Example:

Instead of an open question like:

Q: What is your current work schedule?

Ask the same question with a couple of answers already available and an “Other, please explain” option. This allows users to insert their thoughts if they don’t find the right answer among the various options.

Q: What is your current work schedule?
A:

→ Precisely defined working hours (e.g. 9AM - 5PM)
→ Some flexibility in when you start and finish (e.g. starting 8-10AM, finishing 4-6 PM)
→ Partially fixed (e.g. availability from 10AM to 2PM) and partially flexible working hours
→ Fully flexible working hours
→ Other, please explain more
Ask about the past, the present, and the future - this kind of question lets you better understand the change in your company and preference of your employees.

**Example:**

*How are you currently working?*
*How did you work BEFORE the COVID-19 pandemic?*
*How would you like to work AFTER the COVID-19 pandemic?*

Ask what’s important for employees - it’s the most valuable question in terms of further prioritization. If something is not working well, but at the same time it’s not relevant to your employees, they can let you know that it would perhaps be nice to be fixed but isn’t a priority.

**Example:**

You’ll see a few statements in a moment. Each time, indicate to what extent it is an IMPORTANT aspect for you and how you EVALUATE it at your current company.

**Q:** A good working atmosphere with colleagues

**A:** Scale: 1 - Definitely unimportant
   5 - Definitely important

**A:** Scale: 1 - Definitely bad
   5 - Definitely good

**NEED A HAND?**

Building and setting up a comprehensive survey is a time-consuming task. You can get great results from surveys created by top HR research experts, that have been proven during multiple audits in other companies!

Learn more
3. Setting up & distributing your survey among your company

Setting up surveys

After you prepare a set of questions that cover all 8 areas and are adjusted to each role, the next step is to set up a survey and distribute it.

There are plenty of services you can use to make this happen. Make sure to take into consideration the following features:

→ Building question journeys that depend on answers
→ “Other” answer options that let the user insert their own thoughts
→ Exporting the results to a CSV file

Once you’ve set the survey up, please test it by yourself and with a few other coworkers. If you are sure everything is fine, the next step is to distribute it among your organization.

Distributing the survey

Distribution is usually the easiest step, but there are still a few tips to take into consideration:

→ Make sure all your employees are aware of the survey’s purpose.

People are more likely to do something if they understand the WHY. Make sure your employees understand the survey’s goal. Inform them how much time they would need and what kind of questions they can expect.

→ Make sure all employees can access the survey.

No matter where your employees are, they should be able to fill the survey out. Make sure all employees know about the project, have received the link, have access, and are able to open it on a mobile device too.

→ Make sure the survey is anonymous, that your employees have been informed of this, and that they believe in its anonymity too.

Avoid using tools like Google Forms that can track your employees even without providing their names. If you want honest answers, make sure it’s anonymous and your employees are also convinced of it.

→ Make sure the survey is well-distributed

Try to post it in several places like your intranet, company-wide newsletter, communication channels, etc.
→ Remember about reminders!

Your employees are busy, but for sure they can find a couple of minutes to help the whole organization. Track weekly the number of responses and post/send reminders. Let your employees know how many replies you received so far, and make them feel responsible.
Step 2: 
Team Interviews

1. Overview

The next stage of the audit process involves running detailed interviews with selected members of the company. From your work in the first stage, you can narrow down exactly who you need to talk to to dive further into the issues you noticed. **This step is crucial in transitioning into remote work. Each interview helps you get a much more personal and nuanced view on a 1:1 basis that just isn’t possible to do with everyone.**

Each interview should take up to 45 minutes and utilizes a standardized script. The script should take into account once again the employee's role, the organization itself, and the findings that have been gleaned from the Remote Work Survey. A successful interview creates the opportunity for:

- A deeper discussion of remote work essential topics. Here you can expand your knowledge, fill in any gaps, and make sure that all 8 audit areas are covered thoroughly. This helps us to confirm our initial findings or move onto new topics should they arise.

- A better understanding of your results from step 1. The Remote Work Survey can show you where problems lie and what to target. But it doesn’t necessarily provide the opportunity to explain the reasons as to why these issues happen. This is where the team interviews come into play and help you to understand the problem better.

- Investigating new topics. The results of the first stage sometimes throw up new questions and areas of investigation that the audit needs to take. Each interview will also probe into other areas that we think are necessary to explore.

- Focussing on specific departments, situations, and pain points. Your selection of interviewees will reflect the company as a whole, but also the results from the Remote Work Score. Problem areas can be targeted for further questions and study.
2. Building a script

While building a script, you need to remember that you already have some of the answers you need from the survey already. Try to not ask the same ones again, but instead complementary questions that let you explore the topic in more detail and fill in missing gaps.

The script should be tailored to each employee’s role:

- Individual employee
- Manager / team lead
- HR
- C-level

Start with some general questions and try to delve deeper into other topics as the interview goes on.

Example:

How would you rate your experience with remote work in general?

a. What are the good sides? *The moderator explores all topics: Why is this an advantage?*

b. What are the disadvantages? What is bothering you or does not quite work as you would like? *The moderator explores all topics: Why is this a disadvantage? How should we overcome it?*
3. Selecting interviewees & organizing meetings

Selecting interviewees

You are probably wondering who should take part in the interviews. How should you select the right employees? Check out our following advice:

→ Follow your intuition.

Maybe this is not a very scientific approach, but you are a professional who knows your company best. Use some of your intuition and add people who you already feel should be at the top of your list.

→ Look for culture ambassadors.

For sure there are a few folks in your organization who are known to all teams and are heavily engaged in company life. They usually speak to a lot of people among the whole organization and have deeper conversations. These are the people who really know the underlying mood and feeling of company’s employees.

→ Diversity is key.

Try to be diverse as hell. If you profile similar employees, you will receive similar answers. To understand better the situation you need to analyze it from multiple different angles. Of course, it’s not only about minorities, it’s also about introverts, different roles and seniority, different departments, offices, countries, time-zones, etc.

→ Map the survey.

If you decided to follow our suggestions and have prepared 3 different surveys for C-level, managers, and employees, you will also need to map this structure during your interviews.

→ Number.

We advise you to select up to 15 people from among your organization. Of course, if you are a small company, it’s also effective with 5 (2 managers, 2 employees, 1 C-level). If you are mid-size 7-10 should be enough. For large companies we recommend up to 15. If you are a really big organization, you probably will be forced to divide your audit into smaller company units such as countries or departments.
4. Running an interview

If you have never run an interview yourself before, take some time to read through our best practices and suggestions. We also recommend this to more experienced interviewers, as the topic and nature of these interviews are probably quite different to ones you’ve run before.

**Important:**

- → Remember to always record the interview if possible!
- → Try not to note anything during the interview, be focused on your interviewee 100%.
- → Don’t interrupt!

You can find below an example script for starting each interview, to use if you wish.

**Example:**

1. Introduce yourself and thank the interviewee for the time they are taking out of their day...
   - **Purpose of the meeting:** Today we will talk about remote work and how you evaluate it within your company.
   - **Duration:** The conversation will take up to 45 minutes.

2. Explain what you expect from for the interviewee and a bit about the interview’s nature:
   - “We’re interested in hearing your honest opinions about your remote situation at work.”
   - “There are no right or wrong answers today. Don’t feel like you need to second guess your answers.”
   - “I have a prepared list of topics, but it may be that we have to go quicker through some topics than others to make up on time.”
   - “The meeting will be recorded so that the whole audit team can view back the interviews. Not all interviews are to be conducted by me and will be split between the team. The recordings allow us to also concentrate fully on the interview and not have to take notes. This should help you provide more fluid and genuine answers.”
• “You can be assured that all your answers will be completely confidential, with no way of your other colleagues finding out your answers.”

• “Do you have any questions for me before we start?”

NEED A HAND?

Building scripts and interviewing are time-consuming tasks. Check how we can help!

Learn more
Step 3: Remote Policies & Tools Review

1. Policies review

Let's begin by looking at the current remote work policies or handbook implemented in your company. If you have recently transitioned over to remote work or working from home, then a remote work policy might not even be fully in place. HR managers around the world have had a monumental task during the pandemic in creating these guides and rules without much time. They can consist of internal documents, ad-hoc rules, and guidelines, or even vary from team to team. The importance of a remote work policy is in 3 key areas:

1. Outlining the behaviour that is acceptable when it comes to work arrangements, starting times, communication guidelines, etc. Your employees might not have someone available to ask any questions when they are working outside the office. Therefore, everything needs to be written clearly and carefully down in one single place.

2. Creating a level playing field for all employees to ensure they are treated fairly and equally according to the policy. Different ad-hoc rules for different teams can lead to tension and resentment. Everyone should be working according to the same guidelines.

3. Setting out and explaining any boundaries and the consequences of overstepping them. Here rules are needed on what shouldn't be done when working remotely. Just like any normal work policy, possible disciplinary procedures should be laid out too.

When reviewing a remote work policy for an audit, it's important to look for anything that may be missing from the above and check that everything falls in line with best remote work practices. Each and every company is different, so there is no one guidebook for everyone, but we prepared a list of must-haves.
What should be included in your remote work policy?

→ Who is allowed to work remotely?

For some organizations the answer is all of your employees. But there are some roles that can’t be moved out of the office. This could be for safety reasons for example.

→ What kind of remote work does your company offer?

For sure, due to the Covid-19 crisis many companies have allowed employees to work 100% remotely. Whether this is your case or not, be very clear who can work that way and how.

→ What’s the organization of remote work like?

Is there any schedule? Do your employees need to make a request? Is this different for different departments?

→ What are the working hours?

Do you also allow employees to have a bit more flexibility?

→ Are there any additional rules?

In the office, some workers need to clock in to enter the building. Do you want your employees to make some check-ins and check-outs too?

→ Are there any technical requirements?

Should your employees visit your tech team before working remotely? Do they need any additional software? Where can they find it? How do they configure it?

→ Communication rules?

Are there any specific communication rules? Asynchronous vs. synchronous? Responsiveness?

→ Equipment and compensation

Does your company provide employees with any additional equipment, starting from a headset all the way to a desk and chair? Perhaps there’s some budget for each employee?

→ Place of work

Do you have any rules regarding the place, country, or type of setting that your
employees must work remotely from?

→ Safety and privacy

Guide your employees on how they can work in a safe way regarding their security and data.

→ Benefits

Are there any perks for remote workers? What are the options? How can they receive them?

→ Who is responsible for managing remote work in your company?

Let your employees know who they should contact in case they have any issues or feedback regarding remote work. Is this the Head of Remote? Or some HR professional?

These are just basic questions you should ask yourself while checking (or building from scratch) your remote work policy. Don’t forget to distribute it among your company once it’s finished to everyone who needs it. To be sure your employees read it, you can ask each of them to sign a copy for you prior to starting working remotely.

NEED A HAND?

Reviewing policies and tools is a task best completed by subject-matter experts. Check how we can help!

Learn more
2. Tools review

When thinking about the tools in use at your organization, you must first start by answering a few questions:

→ Do all of your employees have access to a laptop? If not, why?

→ Are your employees able to use all company tools and systems outside of the office? If not, why?

→ Does your company provide your employees with tools that cover:
  → asynchronous communication
  → synchronous communication
  → asynchronous digital collaboration
  → synchronous digital collaboration
  → project management
  → file transfer and storage
  → knowledge sharing & training
  → virtual office
  → productivity & time management

→ Does your HR team use tools that cover:
  → remote sourcing and vetting & employment
  → global employment management
  → remote onboarding and training

The next chapter contains a remote tools landscape that can help you fine-tune or build up your toolset. After you map your current company situation, check whether all fields have been covered. If something is missing, our recommended suggestions are worth considering to fill in the gaps.
We've collected some of the best available industry tools for remote & hybrid companies that can help you get even better remote results in 2021!

Our partner is here!

Global employment
- remote
- ShieldGeo
- SAFEGUARD GLOBAL
- Deel
- boundless

Sourcing, vetting, & employment
- Turing
- harver
- Workable
- you TEAM
- ASSESSFIRST

We are here!

Training & consulting
- Remote - How
- Howspace
- Trainual
- blendme inc
Communication
- chanty
- Fleep
- twist
- happeo
- simpplr.

Collaboration
- taskade
- Bitbucket
- miro
- Figma
- padlet

Project management
- toggl plan
- i done this
- GANTT PRO
- CoSchedule

Virtual office
- AnyDesk
- SOCCO
- loop team
- Pragli
- wurkr
Productivity & time management

timecamp  actiTIME  regular breaks
Noko  Timely
Step 4: Summary & Planning

Once you’ve collected enough data, thoughts, and opinions from your team and reviewed your company remote policy, it’s time for the final report. The report and recommendations should provide the quickest-path towards a remote-friendly future based on your findings. It should consist of multiple sections, with each part summarizing one of the previous three stages of the audit. It should not only include recommendations for action, but also prioritization of what needs to be done. The report should have:

1. An executive summary as an overall view of the audit findings.
2. Deep dives into each specific area of the audit.
3. Strengths and weaknesses analysis with solution recommendations.
4. Solution recommendations from the auditing team.

The main point of the report is to provide a huge advantage when transforming a company’s current remote situation into one that is fast-tracked on its way to success. The knowledge gained on the status quo from the audit comes from a cultural perspective as well as organizational perspective. By following our audit structure, you can avoid the mistake of rushing to implement what you think are best remote work practices, but miss out on culture and other important areas.

A thorough report will offer a range of suggestions of where to go as next steps too. Whether the decision is made to act on the recommendations in-house, with Remote-how, or some other external partner, the pain points should be clearly outlined. After completing the audit and report the next steps are in your hands, but you don’t have to do it alone.

NEED A HAND?

Preparing a report is not an easy task. Get some help from experts.
Remote-how Audit

Audit packages

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<thead>
<tr>
<th></th>
<th>Audit Framework</th>
<th>Audit Do-It-Yourself</th>
<th>Audit by Remote-how</th>
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</thead>
<tbody>
<tr>
<td>Remote Work Audit Framework</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Project Management</td>
<td>✗</td>
<td>Email Support</td>
<td>Dedicated Project Manager</td>
</tr>
<tr>
<td>Online Surveys (Managers, Individuals, HR, C-levels)</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Team Interviews</td>
<td>✗</td>
<td>Ready-to-use scripts &amp; 1 mock interview by Remote-how</td>
<td>15 x interviews run by Remote-how</td>
</tr>
<tr>
<td>Remote Policy Review</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Remote Tools Review</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>

Audit Report by Remote-how, including:

- Surveys Results & Analysis | ✗ | ✔ | ✔ |
- Interviews Results & Analysis | ✗ | ✔ | ✔ |
- Policies Review Results & Analysis | ✗ | ✗ | ✔ |
- Solution Recommendations | ✗ | ✗ | ✔ |

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Which package is the best for me?

For most companies a DIY package is what we usually recommend. It shortens your process by a whole 9 weeks.

• We provide you with surveys and scripts.
• We interview your company representative, usually an HR professional who has deep knowledge of the company setup.
• We prepare a professional report based on the survey results and interview.

Thanks to our framework and scripts, you can interview your colleagues on your own and easily self-review your policies & tools.

If you would like to outsource the whole process, then our full *Audit by Remote How* package is the most suitable one to choose. It includes everything that’s in the DIY package, plus more:

• We run up to 15 interviews based on your employee selection.
• We complete a remote work policy review.
• We run a tools review based on the interviews completed with your employees.
• We provide you with solution recommendations along with the report.
Remote was founded in 2019 by Job van der Voort and Marcelo Lebre to simplify how companies employ global talent. Our entire team works remotely in countries around the world. We don’t have any offices because we believe that people do their best work when they are free to work where they choose. To learn more about how we run our company, check out our public Handbook.

Remote-how helps companies create a successful work environment with tailor-made remote work solutions such as Remote Work Audit or Remote Consulting. We train and educate managers with Remote-how Academy, a collection of online certification programs under the Remote-how umbrella. It gathers leaders of remote, as well as hybrid teams, and provides them with a space, community, and education to help them grow.