

Remote Work Checklist Form

Please take a moment to review this checklist to confirm your remote work readiness.

Date *

Description (Optional)

MM-DD-YYYY

Date

Name *

Description (Optional)

Type a placeholder

First Name

Type a placeholder

Last Name

Job Title *

Description (Optional)

Type a placeholder

Department *

Description (Optional)

Type a placeholder

Workspace is organized, comfortable, and free from distractions. *

Description (Optional)



Yes



No

Internet connection is stable and sufficient for job duties. *

Automation Remote Work Checklist

Minjie Lin



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