

# RECOMMENDED WORK CHECK-IN FREQUENCY

## for remote teams

Criteria for evaluating the necessity of continual check-ins		Frequent & periodic	Occasional	Minimal control
DEGREE OF INDEPENDENCE	Works independently on assigned tasks, doesn't require support	(almost) never	occasionally	(almost) always
	If they encounter obstacles while completing a task, they can solve them themselves	(almost) never	occasionally	(almost) always
	They're able to schedule tasks on time and break them down into steps, they don't need guidance	(almost) never	occasionally	(almost) always
DEGREE OF PROACTIVITY	When they don't know something, they ask	(almost) never	occasionally	(almost) always
	When they don't have a clearly assigned job, they actively work on other tasks	(almost) never	occasionally	(almost) always
	When they have several tasks, they determine their priority	(almost) never	occasionally	(almost) always
MOTIVATION	They enjoy their work	don't enjoy	moderately	overjoyed
	They come up with their own ideas and suggestions	never	occasionally	often
	They are interested in their field	a little	somewhat	overjoyed
PREREQUISITES FOR GIVEN TASK	They have the necessary knowledge (theoretically)	a little	average	is an expert
	They have experience with the given task	minimal	done it before	is an expert
MANAGING PRIORITIES	Able to evaluate the importance of a task	no	occasionally	yes
	Priority tasks take precedence	no	occasionally	yes
	Delivers on time, is reliable	no	occasionally	yes
TASK SPECIFICS	The task requires attention and care	extremely difficult	somewhat difficult	minimally
	Importance, significance of the task	extremely high	medium	low
OCCUPANCY	Number of tasks being worked on simultaneously	large	average	small
	Number of requests from other teams	large	average	small