

What Do You Do When You Think Your Remote Employee is Goofing Off?

You do a Q&A — with yourself.



Q: Have you clearly set expectations?

A: If your expectations have not been clearly set, do so.

Does the employee have a comprehensive job description? Have you spelled out the metrics used to judge their performance? Have you specified when you expect that person to be available?

Q: Is it a fact that your employee is “goofing off”? Is it measurable through a lack of quality in their work? Or is it just a “feeling” you have?

A: If you do verify that the employee is not living up to expectations that are clearly set, have a chat. Share specific examples. (But don’t use the expression “goofing off”!) Present clear guidelines for what needs to change and lay out a process of evaluation.

Q: Is your employee struggling with the work itself, or the challenges of working remotely?

A: There’s only one way to find out. Ask, respectfully and thoughtfully. Express your concerns. Invite them to share theirs. Then create an action plan — together.