Remote Employee Eligibility Verification Checklist

BASIC INFORMATION

☐ Full Name

☐ Job Title/Position

☐ Department

☐ Employee ID

ELIGIBILITY CRITERIA

☐ Residence in supported remote work location

☐ Legally authorized to work in the country of residence

☐ Remote work agreement signed

☐ Required equipment available

☐ Completed required remote work training

☐ Meets performance criteria

COMPLIANCE & SECURITY

☐ Reviewed security and privacy policies

☐ VPN access set up (if applicable)

☐ Acknowledged IT use policy

SUPERVISOR APPROVAL

☐ Supervisor review completed

☐ Final eligibility approved

NOTES