



ST. JOHN'S
UNIVERSITY

Work from Home Tips for Success

Prepared by: Office of Human Resources

March 2020

Workday basics



- Work and be available online during your normal business hours. If you would normally be available during the University's core business hours of 8:30 a.m. to 4:30 p.m., then you should continue to be so when you work from home.
- Lunch Break – please let your team know when you will be offline; as usual, stagger lunch breaks so that your unit has coverage.
- If you were unable to forward your calls from your work phone, be sure to check your voicemail several times a day by dialing (718) 990-1616 to retrieve your voice mail messages.

Workday tips

- Embrace your usual routine - minus the commute- as if you were headed to the office:
 - Set your alarm.
 - Have your usual breakfast and beverage.
 - Wear comfortable, presentable clothes (in case you have a videoconference).
- Be ready to work at your regular time in your home work space.
- Plan your day each morning, and organize your work by priorities.
- Schedule work on your Microsoft Outlook Calendar. Provide natural breaks so you can shift your focus periodically. This will also help you to manage your time effectively.

Communicate effectively

- Prepare your work for the day and for the week.
- Discuss your daily and weekly goals with your supervisor to ensure priorities align. Adjust goals as necessary and stay flexible.
- Participate in meetings online and via tools available; sign on a few minutes early to ensure you have a good connection.
- Inform people of the best telephone number to contact you.
- Pay attention to Office Teams chats you receive from your co-workers. This is the best way to stay in touch and to be responsive.
- If you are not feeling well and cannot work, contact your supervisor as you normally would if you were unable to work.
- Keep track of the work you perform during this work-from-home period.

Adjust accordingly

- Working from home will require flexibility and adjustment. Be patient with yourself during this interim arrangement.
- Give yourself time to learn Office 365 and other tools; don't be afraid to ask for help.
- Use the support resources available to you (refer to resources slide).
- Share what's working well and what's not with your co-workers so you can learn from one another and improve your work-from-home experience.
- Communicate well with your supervisor, department, other colleagues and constituents.

More tips for staying productive

- Reduce distractions by logging off of social media accounts or turning off notifications during work hours.
- Teams app chat, email, text and phone can all interrupt your train of thought...schedule time to check messages.
- Communicate your availability to your team.
- Celebrate successes with your team.



Technology tools we can all use

- Microsoft Outlook for Email: <https://outlook.office365.com/mail/inbox>
Microsoft Teams for Collaborating, Chatting and Conference Calls:
Recommend to download the TEAMS App: <https://teams.microsoft.com/>
WebEx for Video and Teleconferencing: <https://sju.webex.com>
Microsoft 365 ONEDRIVE for Online File Sharing and File Storage:
Recommend to download the ONEDRIVE App: <https://mystjohns-my.sharepoint.com>
BANNER: Login: <https://banneradmin.stjohns.edu/applicationNavigator>
LinkedIn Learning: <https://www.linkedin.com/learning/>

Employee Resources

Name of Department	How to Contact
SJU Human Resources support	Phone: (718) 990-1865 Web: “find my representative” https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/human-resources-services
SJU Information Technology support	Request assistance by phone: (718) 990-5000 or login to UIS to make an appointment
Employee Assistance Program (EAP) – provided by our partner, Corporate Counseling Associates (for counseling, consultation and referral services) Member Website: www.myccaonline.com (login with company code: STJOHNS)	24/7 helpline: (800) 833-8707 For information about services: https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/employee-assistance-program
LinkedInLearning (online training support for faculty, staff and administrators)	Sign in at https://www.linkedin.com/learning/how-to-use-linkedin-learning/advance-your-skills-with-linkedin-learning?autoplay=true&trk=course_preview&upsellOrderOrigin=default_guest_learning NOTE: You need to log in to your LinkedIn Learning account to view the courses.