UNIVERSITY OF
Nebraska
Medical Center

SUGGESTED PROJECTS WHEN WORKING REMOTELY

1. Clean up items on various computer drives and bookmarks on web browser.
2. Complete UNMC compliance courses in CANVAS.
3. Complete Performance Evaluation in UNeVal.
4. Generate/Update procedures manual for job functions performed - to include zoom instructions, instructions from IT on how to work remotely from home, etc.
5. Review your position and explore time saving and process efficiencies.
6. Recognize a colleague in People Are Everything (Rewards & Recognition program) (i.e. Thank you cards, nominate a deserving employees for Silver "U" Award or Gold "U" Award).
7. Review department and UNMC Policies and Procedures.
8. Take a free online class for development (topics: Self-care, Nebraska Business Development Center, etc.).
9. Update Department Listing information in Online UNMC Phone Book
10. Generate/Update spreadsheet/word document with department employees contact information.
11. Review job description and provide suggested updates/edits to Manager/Supervisor.
12. Review department website pages and find broken links. Coordinate updates/edits/etc. with department web representative.
13. Upload documents (PAFs, Offer letters etc.) in ADIS.
14. Plan for future programs/events/activities/presentations.
15. Stay abreast on COVID-19 happenings by reviewing UNMC Coronavirus (COVID-19) Resources website.