



AppleOne

Hiring Made Human®

Accountability Checklist

Guiding principles for deciding if a work from home role is productive:

Be intentional and positive. Staying focused and accountable starts with owning our role. When faced with a work task or problem, our actions should be centered around what are we doing to finish it – fix it, and not relying on others to give instructions, hold our hand, or take the ownership ball, because it could be a way out.

This checklist should be used to check in with our selves weekly and when working on projects.

Edit as needed for your role, and don't be shy about being exceptional:

FIND IT

- ❖ You ask for feedback, you ask a lot of user experience questions, you share out and up, you are not a fly on the wall.
- ❖ It's your role, so it's up to you to know how it works, what's working, and what is not.
- ❖ You are proactively anticipating what should be next.

UNDERSTAND IT

- ❖ You are asking questions to ensure you understand what needs to be solved and when.
- ❖ Stake holders agree you are on the same page.
- ❖ The reason you're doing it is because you're the expert of this work, which means your plan includes your own input on the best way forward and things not considered.
- ❖ The request is documented, shared, and kept up to date.
- ❖ Before each interaction, review past meeting notes and come prepared to back track on the previous to-do statuses.

FULFILL ITS NEEDS

- ❖ You are meeting all deadlines to deliver the project on time.
- ❖ If you need feedback or contributions from others to progress, you are actively managing that to ensure you are on time.
- ❖ It's not done until stake holders acknowledge it. Did it make it to the end user? Does it work? Does anything need to be changed? How often does it need to be monitored?