Managers are expected to carefully evaluate each position within their unit or department to determine if the duties can be performed remotely. Upon determining that a position is deemed conducive to telework, managers should ensure that the employee possesses particular traits, and a telework space that is conducive to work. Read each of the numbered sections below and check the box that most accurately describes the position and/or employee. Your self-assessment will help you decide whether telework is right for you. See the bottom of page three (3) for help in evaluating your self-assessment.

1. Is the position conducive for telework?

- Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer
- Job responsibilities that will not require the transportation of documents which may include personally identifiable information (PII) or protected health information (PHI)
- Minimal requirements for direct supervision or contact with the customer
- Low face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail
- Minimal requirements for special equipment
- Ability to define tasks and work products with measurable work activities and objectives
- Ability to control and schedule work flow
- Tasks include those that could be done away from the central office such as:
  - Analysis
  - Auditing
  - Batch Work
  - Calculating
  - Data Entry
  - Design Work
  - Drafting
  - Editing
  - Evaluations
  - Field Visits
  - Graphics
  - Project Management
  - Reading
  - Record Keeping
  - Reports
  - Research
  - Teleconferencing
  - Writing
  - Word Processing

2. Employees poised for success as teleworkers are able to develop regular routines, prioritize and set and meet their own deadlines. Is the employee self-motivated, self-disciplined, and able to work and solve problems independently; does the employee effectively manage time while generally completing projects on time with minimal supervision and feedback; and is the employee productive without direct supervision?

- Always
- Frequently
- Occasionally
- Rarely

3. Current job performance is a strong indicator of an employee’s potential success as a teleworker. Consider how any problems or developmental needs evident over the last performance evaluation period might affect the employee’s telework experience. Is the employee successful? Is the employee knowledgeable of job duties and does the employee have a track record of satisfactory performance?

- Always
- Frequently
- Occasionally
- Rarely

4. Does the employee have strong organizational and time-management skills; and is the employee results-oriented? Does the employee have the ability to remain focused on work while teleworking and not be distracted by television, housework or visiting neighbors?

- Always
- Frequently
- Occasionally
- Rarely

5. Is the employee comfortable working alone and/or through tele/video conferences; and what assistance/tips would be helpful to ensure the employee is able to adjust to the relative isolation of working
at home? Would the employee have the self-control to work neither too much nor too little and set a comfortable and productive pace while working at home?

☐ Yes ☐ No

6. Teleworkers should have a good understanding of the departmental and organizational “culture.” Is the employee knowledgeable about the organization’s procedures and policies; and has the employee been on the job long enough to know how to effectively complete assignments/tasks in accordance with the organization’s procedures and policies? Does the employee have well-established work, communication, and social patterns at the office?

☐ Yes ☐ No

Does the employee have an effective working relationship with coworkers such that there would be no disruption in the employee’s ability to provide support to coworkers and maintain adequate in-office communication while working at home?

☐ Yes ☐ No

7. Is the employee adaptable to changing routines and environments and willing to come into the central office on a regularly scheduled telework day, if necessary?

☐ Yes ☐ No

8. Is the employee an effective communicator and team player (i.e. communicates well with their supervisor and co-workers; is able to express needs objectively and develop solutions; and has developed ways to communicate regularly with their supervisor and co-workers that can be used when teleworking)?

☐ Yes ☐ No

9. Does the employee have an appropriate telework environment?
   - A safe, comfortable work space where it is easy to concentrate on work
   - The level of security required by the organization
   - The necessary office equipment and software that meet agency standards
   - A telephone, with a separate home office line if required, and an answering machine or voice mail
   - Household members who will understand your work schedule and avoid disturbing you

Evaluate Your Manager-Assessment

Is the position conducive to teleworking?
   - You should be able to answer affirmatively to each item under Question 1.

Does the employee exhibit qualities and work habits that would lend him/her to be successful in a teleworking arrangement?
   - If your answers to Questions 2 through 8 are “Always”, “Frequently” or “Yes,” the employee is likely to be successful at telework.

Does the employee have the right home environment?
   - You should be able to check every item under Question 9.