

Position and Employee Telecommute Review Checklist

To be completed by Supervisor

Employee Name: _____

When reviewing the employee's Telecommuting Work Agreement application, consider the following questions about the employee's position.

1. Has the employee successfully completed their trial service period? ☐ Yes ☐ No
2. Consider the purpose of the position and the nature of the work to be performed as described in the employee's position description. Does the employee interact with the public? ☐ Yes ☐ No
3. Do any of the essential duties included in the position require that the work be performed on site?
☐ Yes ☐ No
 - a) If yes, is that a reasonable requirement and approximately how much time is devoted to those responsibilities?
4. Does any of the work require ongoing access to equipment, materials, medications and files that can only be accessed at the work site? ☐ Yes ☐ No
 - a. If Yes, how much?
5. How much time does the employee spend traveling, in meetings, or in the field?
6. Is the employee required to work face to face with their colleagues?
☐ Yes ☐ No
7. Does the nature of the work require that the employee work and resolve routine problems independently?
☐ Yes ☐ No
8. Can the supervisor troubleshoot problems, answer questions, or provide direction over the phone or via email? ☐ Phone ☐ Email
9. Does the employee have the technology that is required to work from home?
☐ Yes ☐ No
10. Does the employee have a complete understanding of their position and performance expectations?
☐ Yes ☐ No
11. Is the employee expected to work in a self-directed manner in the management of their time and work?
☐ Yes ☐ No
12. Does the employee regularly demonstrate that their approach to work is organized and dependable?
☐ Yes ☐ No
13. Does the employee regularly meet established deadlines?
☐ Yes ☐ No

Consider the following questions about your supervisor skills.

14. Would you describe yourself as a “hands-on” supervisor? ☐ Yes ☐ No

15. If yes, how much is your style influenced by the nature of the work?

16. How is the employee’s work normally monitored to ensure that tasks are being completed?

a. Can this approach work at a distance or be modified for successful telecommuting?

☐ Yes ☐ No

17. How do you normally intervene when the employee requests assistance or you think supervision will improve results?

a. Does this always require face to face contact?

☐ Yes ☐ No

18. Does anyone else monitor the employee’s work activities if you are absent from the workplace for a day, a week, or longer?

☐ Yes ☐ No

19. To what degree can you style of supervision/management of employee’s transition to an online scenario?

DECISION

- ☐ Position is suited for full time telecommuting assignment.
- ☐ Position is suited for part time or occasional telecommuting assignment.
- ☐ Position is suited for telecommuting assignments during emergencies.
- ☐ Position is not eligible for telecommuting.