This checklist will assist in determining whether telework is appropriate. If the answer to any of the following questions is “no,” it is suggested that telework is not an appropriate option.

1. The employee is self-motivated and responsible. _____Yes  _____No

2. The employee is able to work independently. _____Yes  _____No

3. The employee is familiar with the job requirements. _____Yes  _____No

4. Many of the employee’s duties may be performed remotely. _____Yes  _____No

5. The employee is aware of the agency’s procedures. _____Yes  _____No

6. The employee meets standards in his/her current position. _____Yes  _____No

7. The employee is an effective communicator. _____Yes  _____No

8. The employee is not currently serving a probationary period. _____Yes  _____No

9. The employee has not been disciplined in the last year. _____Yes  _____No

10. The supervisor is committed to discussing expectations of the telework day with the employee. _____Yes  _____No

11. The supervisor is committed to reviewing the employee’s completed work during the employee’s next work day in the office. _____Yes  _____No

12. The supervisor is committed to making periodic contact with the employee during the telework day. _____Yes  _____No

13. The supervisor is willing to send the completed Telework Work Plan to the Agency Personnel Office within one week of the telework day. _____Yes  _____No