**TELEWORK ASSESSMENT TOOL**

This document is designed to serve as a discussion guide for use by the supervisor as a basis for discussing the option and appropriateness of telework for an employee. Employees are also encouraged to use this guide to help in determining if telework is suitable for their position.

*NOTE – THIS IS ONLY TO BE USED AS A GUIDE TO FACILITATE CONVERSATION! AS STATED IN THE UNIVERSITY GUIDELINES, THE SUPERVISOR MAKES THE FINAL DETERMINATION OF ELIGIBILITY.*

1. Work is of a nature where face-to-face interaction with customers is minimal and may be scheduled to permit teleworking. 

2. Portions of the workload can be performed away from the office without diminishing the quality of customer service.

3. The job functions can be performed in a way that appear invisible to customers.

4. Absence from the office will not be detrimental to productivity or work quality of other employees.

5. Employee PRD ratings meet or exceeds expectations.

6. Employee works without regular supervision or monitoring.

7. Employee independently identifies required work deliverables.

8. Employee demonstrates good time management skills by completing assignments on time.

9. Employee communicates hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success.

10. Employee communicates information fully and timely with leadership, coworkers, support staff, and customers.

11. Employee demonstrates effective utilization of technology for communication.

12. Employee demonstrates effective use of technology to ensure integrity, confidentiality, and security of data.