

TELEWORK ELIGIBILITY CHECKLIST

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 Human Resources Office within one week of the telework day. Yes No