

Telework Selection Survey

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Telework is a workplace strategy that can involve working from home or another location on a full- or part-time basis. Teleworking can be a productive scheduling practice for many employees although it may not be feasible for employees whose job duties and home environment may not be conducive to working away from the office. Teleworking arrangements are successful when an employee's work responsibilities and personal work style is well matched with working away from the office.

This questionnaire provides an opportunity to consider whether teleworking will be an effective tool for meeting organizational and personal objectives. Responses to this questionnaire will help you and your supervisor to assess if teleworking can work for you. Print this questionnaire out for by each person interested in participating in the telework program.

Name:

Title / position:

Department:

Supervisor:

Email:

Date submitted:

Proposed telework site address:

Section 1: Administrative Qualifications

Administrative Questions	Employee Response		Manager Response	
Has the employee in question completed _____ month/years probationary period?	Yes	No	Yes	No
On the most recent employee evaluation form, has this employee identified as "Meeting Expectations" or better?	Yes N/A	No	Yes N/A	No
Do you understand and agree that teleworking is a privilege, not a right; that not all employees may be eligible to telework due to tasks and / or workstyle; and that permission to telework may be revoked at any time by the supervisor?	Yes	No	Yes	No
Employee is not eligible to telework at this time if any answer above is "no."				

Section 2: Employee Characteristics

Rate the employee's...	Employee Response			Manager Response		
Level of self-motivation	Low	Medium	High	Low	Medium	High
Level of job knowledge	Low	Medium	High	Low	Medium	High
Quality of work	Low	Medium	High	Low	Medium	High
Ability to work well without constant supervision	Low	Medium	High	Low	Medium	High
Discipline regarding work	Low	Medium	High	Low	Medium	High
Amount of weekly face-to-face contact required	Low	Medium	High	Low	Medium	High
Ability to control schedule and work flow	Low	Medium	High	Low	Medium	High
Amount of in-office reference material required	Low	Medium	High	Low	Medium	High

Section 3: Tasks

Certain tasks, such as those requiring a high degree of focus, are more conducive to teleworking than others. What kinds of work would you expect to do while teleworking? (Select all that apply.)

Accounting	Drawing / designing / using CAD	Researching
Administrative tasks	Phone or email correspondence	Software management / development
Clerical services	Planning	Writing
Computer programming	Preparing reports	Other _____
Data management	Reading	

Of the projects you typically work on, which do you feel would be best suited to telework? List below.

Section 4: Telework Office

Certain tasks, such as those requiring a high degree of focus, are more conducive to teleworking than others. What kinds of work would you expect to do while teleworking? (Select all that apply.)

	Need	Have
Computer		
Printer		
Scanner/Fax		
Desk, filing space, other furniture		
Other _____		

Are there any distractions or obligations that will make working at home difficult or impossible?

Yes No

Has the employee submitted the Safety Checklist for the proposed telework office?

Yes No

Section 5: Schedule

Given the nature of your job, how much would you want to telework?

Once every two weeks	Once a week	Two days a week
Three days a week	Occasionally for special projects	Other _____

Which day(s) would you want to telework?

Monday	Tuesday	Wednesday
Thursday	Friday	Other _____

Varies by week based on project and office needs

What are your proposed telework work hours?

_____ am – _____ pm

Are you willing and able to share your workspace with another staff member on your planned absences?

Yes No Need more information