TELEWORK ASSESSMENT TOOL

The decision to telework should be based on the ability of an employee to work in a setting that may be in his/her home, a telework center, or a Federal facility other than the regular office, without immediate supervision. The following tool is to be used by the supervisor as a basis for discussing the option and appropriateness of telework for a particular employee. Employees are also required to use the assessment tool to help in determining if telework is suitable for their positions.

Please rate yourself or your employee, using the following scale:

5 - Always **4 - Usually** **3 - Sometimes** **2 - Rarely** **1 – Never**

1. Employee works without regular monitoring/supervision. ☐
2. Employee is comfortable working alone. ☐
3. Employee independently identifies required work products. ☐
4. Employee successfully plans work production schedule. ☐
5. Employee communicates hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success. ☐
6. Employee is knowledgeable about your organization's procedures/policies. ☐
7. Employee is fully aware of Departmental information technology security. ☐
8. Employee meets deadlines. ☐
9. If telework will be in the employee's residence, the residence has an appropriate work environment. ☐
10. Employee is willing to provide his/her own equipment if Government- furnished equipment is not available. ☐
11. Employee is computer literate. ☐
12. Employee has successfully completed the Office of Personnel Management's on-line telework training course. ☐