



EMPLOYEE

Employee Self-Assessment

Employee reviews the [Telework Policy \(University Policy 330\)](#), then submits written answers to the following questions to supervisor.

Employee Name:	
Employee Title:	

What type of telework are you considering?

- Regular full-time telework - An employee works every workday at a location other than a USU location.
- Regular part-time telework (Hybrid) - An employee works one or more workdays at a location other than USU location and the remainder of the week’s workdays at a USU location (e.g., M-W alternative work location; Th-F work from USU workplace). The schedule is the same each week to facilitate meeting schedules and other office activities.
- Flexible telework - An employee varies their work location throughout the week based on business and/or personal work/life needs. Only positions that can support this variety should be approved under this method.

How many days are you proposing to work remotely, and if so which days?

Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them.

Job Performance
How well do you know your job and your department?
Do you consistently meet deadlines?
Do you show up on time to work and to meetings?
How would you assess your current job performance?
Suitability of your position for telework
Which elements of your job need to be done in-person—with students, coworkers, or your manager?
How do you plan to perform those elements of your job?
Which aspects of your position are particularly suited to telework?
Self-Discipline
Can you do your job without the physical presence of colleagues and supervisors?
Describe your time management skills.



How will you avoid distractions that may be part of a non-USU location?
Working Alone
Not everyone is comfortable working alone. Some people may miss the social interaction and casual conversations. What it will be like to work alone for the number of days you requested?
Communication
How would you stay in close communication with your manager and coworkers when working remotely?
Will you be able to return calls, emails, and other messages quickly?
How will you participate in team meetings?
Home Office
Do you have a suitable space at home that you can use as a home office?
Do you have sufficient internet speed to do your work?
Is there special equipment or furniture that you will need to work from home?
Are you willing to learn any software that may be required to work from home?
Will you have access to all documents that you need without relying on others to access them?
What security issues do you foresee (e.g., data privacy)? See the Security Best Practices as a guide for working remotely.
Coworkers
How will your coworkers be affected by your working from home (teamwork, troubleshooting, mentoring, staff meetings, etc.)?
In what ways do you and your coworkers rely on each other, and how would you continue that working relationship from home?
If you telework, will it mean extra work for your coworkers?
Desk Sharing
Teleworkers sometimes have to give up their regular desk/office at USU and use a shared desk/office instead. How do you feel about this?
Location
Where (city, state) will you be working when you are not at a USU location? Out-of-state locations require special approval.

After both employee and supervisor fill out their respective sections, they should meet to discuss the employee's request. Then **both** the employee and supervisor should forward their respective sections to the CHaSS Telework Committee by emailing documents to Natalie at natalie.archibald@usu.edu.