



SUPERVISOR

Supervisor Name:	
Supervisor Title:	

Telework Position Assessment

Use the following questions to determine if telework is suitable for the position (not the person). Please keep this document in your records.

1. Do the job tasks require this position to be at the main workplace during regular work hours?
2. What effect would the proposed teleworking have on coworkers and department?
3. What effect will the proposed telework schedule have on the department's productivity?
4. What effect will the proposed telework schedule have on students or customer service?
5. What qualitative and quantitative measures can be used to measure effectiveness of teleworking?
6. Will the teleworking employee in this position have access to highly sensitive or confidential information that should not be accessed from an alternative work location?
Other concerns/comments:

Employee's Telework Performance Suitability Assessment

Once a supervisor has deemed the position to be suitable for telework using the Telework Position Assessment questionnaire, then this Assessment, with its questions listed below, is used to determine the employee's performance suitability. The recommendation would be that all items below are in a positive standing to be considered for telework. Please keep this document in your employee records.



1. Is the employee currently, or has been in the last six months, on an active performance disciplinary action?
2. Does the employee manage and prioritize their work responsibilities well?
3. Is the employee prepared to meet the level of availability and responsiveness required to achieve the department's/university's needs?
4. Does the employee meet deadlines?
5. Does the employee problem solve, resolve, or escalate issues appropriately?
6. Is the employee focused and productive when working?
7. Does the employee communicate well with you and keep you informed?
8. Is the employee a team player? Does the employee communicate well with coworkers and keep them informed?
9. Do you recommend this employee for telework?
Other concerns:
Any Actionable Measures Needed:

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.