



# TRACK PROGRESS

Supervisor and employee meet 30 days after telework begins to discuss how the agreement is working for both the employee and the unit/department. Supervisor and employee consider if telework agreement can/should continue.

1. Review [Telework Policy](#) with remote employee.
2. Review set expectations and metrics (see below for general topics).

<b>General</b>
Is teleworking going ok for you? Is your team responding well to your teleworking? What is working well? What is not working well?
Are you comfortable working alone for the number of days you have requested to telework, and are you satisfied with coworker interaction while working remotely?
How does your teleworking affect your coworkers? Is completion of their work being delayed until you are physically in the office to assist them? Have the telework arrangements created extra work for you or your coworkers?
<b>Self-Management</b>
Do you find it harder or easier to prioritize your work with minimal direct supervision?
Are you organized at work?
Are you planning and managing your time effectively?
Are you meeting schedules and deadlines?
<b>Technology</b>
Do you feel comfortable with the current technologies?
Is there additional equipment or software needed for effective telework?
Do you have any WIFI connection issues during telework at your alternative location?
Do you have access to all the folders and files you need to effectively complete your work?
<b>Communication</b>
How has communication been with your supervisor, co-workers, and students while teleworking? What could use improvement?
Are you able to meet the expectations (previously discussed) to return emails, calls, and other messages in a timely manner?
<b>Appropriate Space</b>
Is your alternative telework office space conducive to getting your work done and ergonomically appropriate for the duration of your work each day? If not, please describe what is not working for you and what you would like to see as a solution.