



Telework Feasibility Assessment

This document is used to help the employee and supervisor determine the feasibility of a particular position and/or employee to be engaged in a telework agreement. The document will also assess the employee's work styles and determine if the styles would support a telework arrangement.

Employees requesting telework should complete Section I of this form and submit to their supervisor for review and completion. Supervisor will review completed assessment with employee.

Section I: General Information (to be completed by employee)

Name of Employee:

Position Title:

Name of Supervisor:

Department:

Job Assignments and Duties

List the key duties and percentage of time allocated to each duty (or attach job description and highlight).

- 1.
- 2.
- 3.
- 4.
- 5.

Proposed telework schedule (be specific – days in the office verses remote, frequency, etc.):

Section II: Assessment (to be completed collectively by Supervisor and Cabinet)

Use the following chart to assess if the position and associated responsibilities, are conducive for telework.				
1 – Never	2 – Rarely	3- Sometimes	4- Usually	5- Always
Key duties or functions can be independently performed				
Performance can be adequately measured remotely				
Position is information-intensive (analytical, evaluative, auditing, research, design, planning)				
Collaboration and innovation can be adequately accomplished remotely				
On campus access is not needed for equipment, materials and files				
Minimal student support is needed on campus				
Minimal employee support is needed on campus				
Same level of service can be provided with telework or in office work				
Can have focused discussions with minimal distractions				
Can have focused discussions without multitasking				
Knowledge and skill of using remote technology				
Minimal on-campus presence is needed for events				
Employee is readily accessible and responsive to Supervisors and Colleagues				
Minimal daily supervision is needed to effectively accomplish job duties				
Employee has a complete understanding of his or her job and performance expectations				
Employee has demonstrated high levels of productivity				
Employee regularly meet deadlines				
Employee work independently and without constant supervision				
Direction can be provided by the phone /virtual				
Employee can complete work with intermittent supervision				
Employee has the technology, including computer, appropriate software, and remote access capability to work from home				
Remote workspace provides same level of effectiveness as a campus workspace and employee emulates the same level of professionalism				
Employee’s performance can be measured when teleworking				
TOTAL SCORE				
Complete next section if Supervisor is Requesting Telework				
Supervisor effectiveness and efficiency can be maintained through telework				
TOTAL SCORE				

If median score is at least a 3 or above employee should be considered for telework.

Section III: Recommendation (to be completed collectively by Supervisor & Cabinet)

This section should be completed by the employee’s supervisor after review of feasibility assessment

The position’s key duties support teleworking.	
The employee meets the criteria to be a teleworker for (1,2, 3, 4 or 5) days per week.	
The College should consider my employee’s request to telework	

Section III: Approval

Supervisor:

Cabinet Member: