

EMPLOYER NAME
Sample Teleworker Selection Assessment Form for Supervisors

Telework is a workplace strategy that can involve working from home or another location on a full- or part-time basis. Teleworking can be a productive scheduling practice for many employees, although it will not be feasible for all employees. Teleworking arrangements are successful when an employee's work responsibilities and personal work style is well matched with working away from the office.

This assessment form provides an opportunity to consider whether teleworking will be an effective tool for meeting organizational and personal objectives. Responses to this questionnaire will help you as a supervisor/manager to assess if teleworking can work for you and your employee(s).

This assessment form must be completed for each employee interested in participating in the telework program.

Supervisor

Name: _____

Names of employees under your direct supervision who are considered candidates for teleworking:

1. Please describe the kind of work your employees do.

2. Is the work of your staff suitable for teleworking (as it currently exists or with modifications), at least part of the time?

- ☐ (a) Yes
☐ (b) No Please explain why.

If your answer was "no," this completes the survey for you. Thank you!

3. The rest of this form should be completed for each employee who is interested in participating in the telework program. Some questions, such as those dealing with your management style, will probably have the same answers for each employee. Please rate each characteristic as high (H), medium (M), or low (L). Some questions, however, will inevitably have different answers for different employees. Please duplicate this form for each employee.

Employee Name: _____

Existing Work Characteristics

Please rate the following according to your employee's existing job requirements and characteristics.

- _____ Amount of face-to-face contact required
- _____ Degree of telephone communications required
- _____ Independence of operation
- _____ Ability to control and schedule work flow
- _____ Amount of in-office reference material required

Future Work as a Teleworker

Please rate the following job characteristics for your employee in terms of his/her adaptability to teleworking.

- _____ Amount of face-to-face contact required
- _____ Degree of telephone communications required
- _____ Independence of operation
- _____ Ability to control and schedule work flow
- _____ Amount of in-office reference material required

Employee Characteristics

Please rate the following according to your employee's characteristics.

- _____ Need for supervision, frequent feedback
- _____ Importance of co-workers' input to work function
- _____ Discipline regarding work
- _____ Desire/need to be around coworkers
- _____ Potential friction at home (e.g., interruptions due to caring for dependents)
- _____ Level of job knowledge
- _____ Quality of work

Supervisor Characteristics

Based on your attitude towards teleworking and work style, please rate the following.

- _____ Positive attitude toward teleworking
- _____ Trust employee's ability to telework effectively
- _____ Your ability to establish clear objectives
- _____ Your ability to communicate with employees

4. What criteria do you use to evaluate your employee's work? (For example: quality of work, quantity of work, timeliness, etc. Please be specific.)

5. Considering the nature of your employee's jobs, how much would you want him/her to telework? (*Choose one only*)

- | | |
|---|---|
| <input type="checkbox"/> (a) About once every two weeks | <input type="checkbox"/> (d) Three days a week |
| <input type="checkbox"/> (b) About once a week | <input type="checkbox"/> (e) Occasionally for a special project |
| <input type="checkbox"/> (c) Two days a week | <input type="checkbox"/> (f) Other |

6. What kinds of work would you expect him/her to do while teleworking? (*Choose all that apply*)

- | | |
|---|---|
| <input type="checkbox"/> (a) Writing/typing | <input type="checkbox"/> (f) Research |
| <input type="checkbox"/> (b) Planning | <input type="checkbox"/> (g) Sales calls |
| <input type="checkbox"/> (c) Data management | <input type="checkbox"/> (h) Preparing reports |
| <input type="checkbox"/> (d) Administrative | <input type="checkbox"/> (i) Field visits |
| <input type="checkbox"/> (e) Reading | <input type="checkbox"/> (j) Other (please specify) |
| <input type="checkbox"/> (k) Computer programming | |
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Thank you for completing this Teleworker Selection Assessment!