Characteristics Compatible with a Telecommuting Arrangement

Certain employee and position characteristics are necessary to insure that the telecommuting arrangement succeeds. This section assists the employee and supervisor to make a thoughtful choice resulting in a positive work experience for the employee and the department.

After reviewing each item listed below, circle the number that best correlates to your work style. The range follows: 1 = never; 3 = 50% of the time; and 5 = always.

a. Works independently with minimal direct supervision. 1 2 3 4 5
b. Works easily without frequent feedback from others. 1 2 3 4 5
c. Meets timelines consistently. 1 2 3 4 5
d. Is able to plan and schedule work independently. 1 2 3 4 5
e. Takes initiative in requesting advice or clarification from others. 1 2 3 4 5
f. Displays independent problem solving abilities. 1 2 3 4 5
g. Has basic computer literacy skills including elementary trouble shooting skills. 1 2 3 4 5
h. Is reliable concerning current work hours. 1 2 3 4 5
i. Is comfortable working for periods of time without contact with people. 1 2 3 4 5
j. Can communicate effectively using other than face-to-face interaction. 1 2 3 4 5

After reviewing each item listed below, circle the letter that best correlates to your job position. The range follows: H = high; M = medium; L = low.

a. Amount of face-to-face communications required H M L
b. Amount of interface with databases not on the PC H M L
c. Amount of in-office reference material required H M L
d. Amount of physical access to special resources required H M L
e. Need for physical security of data H M L
f. Frequency of unexpected changes in work schedule, tasks or request H M L
g. Amount of time spent working at a terminal or PC H M L
h. Availability of quantitative measures for assessing performance (number of reports, forms, cases completed, etc.) H M L
i. Clarity of objectives for a given work effort H M L
j. Autonomy H M L
k. Schedule “group” required face-to-face communications into predetermined time periods H M L
l. Control and schedule work flow H M L
m. Access “group” in-office reference/resource requirements into predetermined time periods H M L
n. Degree of clear, well-defined work objectives H M L

Please note: To enhance the likelihood of a successful telecommuting arrangement: the employee characteristics ought to be rated 3 and above; a through f of the position characteristics ought to be rated medium to low, and g through n of the position characteristics ought to be rated medium to high.