



**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.