



THE UNIVERSITY
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Telecommuting Effectiveness Assessment

Regularly evaluating the effectiveness of the telecommuting arrangement will be beneficial for both employee and supervisor. Monthly or quarterly assessments will provide adequate opportunity for both supervisor and employee to communicate about how the arrangement is working. The format below may be altered to fit individual employee and supervisor needs.

Employee Name:

Supervisor Name:

Date of Assessment:

Have any concerns emerged with respect to the telecommuting arrangement? Check any that apply:

- Communication with manager/supervisor
- Communication/networking with colleagues
- Being adequately prepared for the work to be done at the telecommuting site (having the right files and information, for example)
- Working independently, setting and meeting deadlines
- Ergonomics/safety
- Policies
- Equipment
- Other – please specify:

In order to correct any problems that have emerged, the following improvement plan is being implemented:

Employee comments:

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____