



## Telecommuting Request Worksheet

*(To be completed by supervisor as an aid in determining appropriateness of telecommuting to position & employee.)*

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### Assessment of Position

Assessment Criteria	Assessment
Work is information-based.	
Minimal unpredictable in-person contact is required.	
The Employee works alone on such assignments as data entry, report generation, research or analysis.	
Productivity can be easily monitored/measured.	

### Assessment of Employee

Assessment Criteria	Assessment
Employee performance is satisfactory or better.	
Employee is self-directed and has demonstrated the ability to manage own time and work.	
Employee has consistently demonstrated the ability to solve problems (low need for assistance from supervisor or others).	
Employee expresses low need for daily social interaction with co-workers.	