



WORK SUITABILITY ASSESSMENT

Employee: _____ Date: _____

Position: _____ Position Code: _____

This assessment is designed to determine the feasibility of a flexible work arrangement. The employee and his/her supervisor measure how well the employee and the proposed work arrangement meet each criterion. Areas where the employee's and supervisor's assessment do not agree are an opportunity for further discussion. In most cases, if the disagreement cannot be resolved, the supervisor's assessment will be the one used to determine the total score and if the job and the employee are good candidates for a flexible work arrangement.

5 = Always 4 = Usually 3 = Sometimes 2 = Seldom 1 = Never

Criteria for Telework Arrangements	Assessment	
	Employee	Supervisor

A successful teleworker tends to be someone who:

1	Understands the job and can deliver to defined performance measures		
2	Has the training and can comfortably use the technology needed to do the work		
3	Has successfully performed his/her current job for at least 180 days		
4	Is able to complete tasks within the given deadlines		
5	Is independent and resourceful and can make good decisions on his/her own		
6	Is socially self-sufficient and doesn't need constant reinforcement to feel good about his/her work		
7	Has good written and oral communication skills and keeps supervisor and colleagues informed about his/her work		
8	Has earned the trust of colleagues, supervisors, and customers		
9	Has the ability and desire to work in a remote location		
10	Has the technology necessary to do the job from home or remote site		
11	Has the work location (and equipment) free from distractions necessary to successfully do the job from home or remote site		

The more successful telework jobs tend to be jobs that:

1	Have defined performance measures (i.e. work product defined, service level agreements defined)		
2	Can be accomplished away from the work facility		
3	Are information-intensive (analytical, evaluative, research, design, planning)		
4	Are telephone-intensive (marketing, customer service, computer programming)		
5	Can be accomplished without frequent access to material that cannot be electronically shared		
6	Can be accomplished without continuous face-to-face contact where tele-conferencing will not suffice		
7	Can control when and where interactions with customers and co-workers take place (i.e. tend to be planned or aren't face-to-face)		
Telework Score		0	0

Criteria for Compressed Workweek	Assessment	
	Employee	Supervisor

A successful compressed work week employee tends to be someone who:

1	Understands the job and can deliver to defined performance measures		
2	Has successfully performed his/her current job for at least 180 days		
3	Is routinely able to accomplish work in less than 50 hours per week		
4	Is able to complete tasks within the given deadlines		
5	Is independent and resourceful and can make good decisions on his/her own		
6	Has good written and oral communication skills and keeps supervisor and colleagues informed about his/her work		
7	Has earned the trust of colleagues, supervisors, and customers		

The more successful compressed work week jobs tend to be jobs that:

1	Have defined performance measures (i.e. work product defined, service level agreements defined)		
2	Can control when and where interactions with customers and co-workers take place and the interactions can be accomplished during the scheduled compressed hours		
3	Can be routinely accomplished under 50 hours per week		
Compressed Work Week Score		0	0