

Sample Telecommuting Application

The decision to telecommute should be based on the ability of an employee to work in a setting that may be in his or her home or other approved area, without immediate supervision. The following tool can be used by an employee as a basis for discussing the option of telecommuting with a supervisor. The employee should submit the application to a supervisor for evaluation and final approval by the agency head or his designee.

Please answer the following questions rating your abilities, using the following scale:

5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1- Never

_____ 1. I can develop regular routines and am able to set and meet deadlines. I am self-motivated, self-disciplined, and able to work independently; completing projects on time with minimal supervision and feedback; and I am capable of being productive when no one is checking in or watching at work.

_____ *Supervisor Rating*

_____ 2. I have strong organizational and time-management skills; am results-oriented; will remain focused on work while telecommuting and not be distracted by television, housework, or visiting neighbors; will manage my time and workload well, solve many of my own problems and find satisfaction in completing tasks on my own; am comfortable setting priorities and deadlines; and can keep my sight on results.

_____ *Supervisor Rating*

_____ 3. I am comfortable working alone; can adjust to the relative isolation of working at home; and can set a comfortable and productive pace while working at home.

_____ *Supervisor Rating*

_____ 4. I have a good understanding of the organization's culture and environment. I am knowledgeable about the organization's procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

_____ *Supervisor Rating*

_____ 5. I have effective working relationships with co-workers and will be able to maintain such communications while telecommuting.

_____ *Supervisor Rating*

_____ 6. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

_____ *Supervisor Rating*

_____ 7. I am an effective communicator, have demonstrated effective communication between supervisors and co-workers, and am comfortable in using various methods of communication.

_____ *Supervisor Rating*

_____ 8. I am in good standing with the agency on my previous and current performance reviews.

_____ *Supervisor Rating*

9. Is my job appropriate for telecommuting? (Check those that apply.)

- My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- My job has minimal requirements for direct supervision or contact with the customer.
- My job requires low face-to-face communication and I have the ability to arrange days when communication can be handled by telephone or e-mail.
- My job has minimal requirements for special equipment.
- I am able to define tasks and work products with measurable work activities and objectives.
- I am able to control and schedule work flow.

10. Is my alternate workplace an appropriate environment for telecommuting? (Check those that apply.)

- I have a safe, comfortable work space where it is easy to concentrate on work.
- I have the appropriate level of security required by the agency.
- I have the necessary office equipment and software that meet agency standards.
- I have a telephone, with separate home office line if required, an answering machine or voicemail, and internet access (where applicable).
- I have household members who will understand I am working and will not disturb my work.

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