



Human Resources and Payroll

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Telework/Remote Work Scorecard

Review the topics and rate according to the scale with 1 being less likely and 5 being more likely to agree with the topic.

1. Position Suitability for Telework

Less Likely 1	2	Moderately Likely 3	4	More Likely 5	Job has:
					Limited face-to-face contact with customers
					Clearly defined tasks and work products with measurable work activities and objectives.
					Many writing, reading, word processing, data analysis or data input tasks
					Tasks that do not require direct supervision
					Work that is portable; tasks do not require you to be physically located at the university
					Tasks that can be done from an alternate location while maintaining data security standards (understanding that IT has tools that are available such as the Virtual Private Network (VPN))
					Can collaborate with colleagues and supervisor using phone, email, instant messaging, etc.

2. Personal Assessment for Telework

How do you rate yourself on some of the personal qualities that will help you be a successful teleworker?
 Would your supervisor agree?

Doesn't sound like me 1	2	Mostly sounds like me 3	4	Describes me to a T 5	Are you/do you... ¹
					Self motivated and comfortable working independently with minimal supervision?
					Have strong organizational and time management skills and meet established deadlines?
					Have a complete understanding of your job and performance expectations?
					Familiar with university policies and procedures?
					Adaptable to changing routines and environments?
					An effective communicator and team player both inside and potentially outside the office?
					Have an alternate worksite that provides a suitable professional environment
					Have a satisfactory performance rating?

Scoring: Add up the numbers on both tables. The higher the number the more likely that telework may be a good option for you.

¹ Adapted from Telework Arizona <http://www.teleworkarizona.com>