

Telework Position Assessment

Employee	<input type="text"/>
Position Title	<input type="text"/>
Supervisor	<input type="text"/>
Assessment Date	<input type="text"/>

Which type of telework are you considering for this position? Select one.

- Regular Telework
- Hybrid Telework
- Flexible Telework

[See USU Policy 3008: Telework for different telework descriptions.](#)

Use the following questions to determine if telework is suitable for the position (not the person). The supervisor has final discretion; however, positions that are more likely to be successful for telework are answered with a yes for the following questions. Please keep this document in your records.

	Yes	No	N/A	Comments
1. Do the job tasks require the employee to be at the main workplace during regular work hours?				
2. Will the proposed telework schedule negatively affect the team or increase workload for other employees?				
3. Will the proposed telework schedule negatively affect the department's productivity?				
4. Will the proposed telework schedule negatively affect students or customer service?				
5. Can performance be measured by quantitative and/or qualitative result-oriented standards?				
6. Will the teleworking employee have access to highly sensitive or confidential information that should not be accessed from an alternative work location?				
7. Is this criteria list applied equally to all positions within the team?				

Other concerns/comments:

