

# Telework Performance 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 employee?

- Regular Telework
- Hybrid Telework
- Flexible Telework

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

*Once a supervisor has deemed the position to be suitable for telework, using the Telework Position Assessment questionnaire, then this Assessment, with its questions listed below, is used to determine the employee's performance suitability. Ultimately the supervisor has final discretion; however, the recommendation would be that all items below are in a positive standing to be considered for telework. If a supervisor proceeds with telework for an employee whose answers below result in poor standing, please fill out the actional measures/plans box at the bottom or attach a document showing how you will help the employee be successful in this environment. Please keep this document in your employee records.*

	Yes	No	N/A	Comments
1. Is the employee currently, or has been in the last six months, on an active performance disciplinary action?				
2. Does the employee manage and prioritize their work responsibilities well?				
3. Is the employee prepared to meet the level of availability and responsiveness required to achieve the department's needs?				
4. Does the employee meet deadlines?				
5. Does the employee problem solve, resolve, or escalate issues appropriately?				

6. Is the employee focused and productive when working?				
7. Does the employee communicate well with you and keep you informed?				
8. Is the employee a team player? Does the employee communicate well with coworkers and keep them informed?				
9. Is this criteria list applied equally to all members within the team?				
Other concerns:				
Any Actionable Measures Needed:				