

Employee Checklist: Are You A Good Candidate for Telecommuting?

- 1) Have you completed the training phase of your job?
- 2) Is your job performance in good standing?
- 3) Do you currently work in an exempt position?
- 4) Do you have excellent time management skills and work well independently with limited supervision?
- 5) Do most of your job duties involve work being transmitted electronically, with limited need for face-to-face interactions with clients and colleagues?
- 6) Do you have a supportive and safe home environment free from distractions?

If you answer yes to all of the above questions, you MAY be a good candidate for telecommuting. Before presenting a request to your manager, some additional things to consider:

- How will the proposed telecommuting arrangement benefit the department?
- How will your proposed schedule impact others in your department?
- What's your proposed plan for communicating with colleagues and clients and accessing necessary information and material?