

EMPLOYER NAME
Teleworker Selection Survey for Supervisors

Teleworking is the concept of working from home or another location, on a full or part-time basis. Every supervisor/manager must fill out a questionnaire on their employees who are interested in teleworking.

Supervisor

Name: _____

Names of employees under your direct supervision who are considered candidates for teleworking:

1. Is the work done by any of your staff as it currently exists or with modifications suitable for teleworking, at least part of the time?

- (a) Yes
 (b) No Please explain why.

If your answer was "no," this completes the survey for you. Thanks!

2. Please describe the kind of work your employees do.

3. The rest of the survey should be completed for each of your employees who are interested in participating in the teleworking program. Some questions, such as those dealing with your management style, will probably have the same answers for each employee. Please rate each characteristic as high (H), medium (M), or low (L) by placing the appropriate letter in each blank. Some questions, however, will inevitably have different answers for different employees. Please duplicate this form for each employee.

Existing Work Characteristics

Please rate the following according to your employee's existing job requirements and characteristics.

- _____ Amount of face-to-face contact required
_____ Degree of telephone communications required

- Autonomy of operation
- Ability to control and schedule work flow
- Amount of in-office reference material required

Future Work as a Teleworker

Please rate the following job characteristics for your employee in terms of his/her adaptability to teleworking.

- Amount of face-to-face contact required
- Degree of telephone communications required
- Autonomy of operation
- Ability to control and schedule work flow
- Amount of in-office reference material required

Employee Characteristics

Please rate the following according to your employee's characteristics.

- Need for supervision, frequent feedback
- Importance of co-workers' input to work function
- Discipline regarding work
- Desire/need to be around people
- Potential friction at home if teleworking (e.g. interruptions due to caring for sick child or spouse)
- Level of job knowledge
- Quality of work

Supervisor Characteristics

Based on your attitude towards teleworking and work style, please rate the following.

- Positive attitude toward teleworking
- Trust employee's ability to telework
- Ability to establish clear objectives
- Ability to communicate with employees

4. What criteria do you use to evaluate your employee's work? (For example: quality of work, quantity of work, timeliness, etc. Please be specific.)

5. Considering the nature of your employee's jobs, how much would you want him/her to telework? (*Choose one only*)

To make your selection, put the cursor over the box you want to mark, right click the mouse, and select "Properties." Under "Default value" in the dialog box mark "Checked."

- | | |
|---|---|
| <input type="checkbox"/> (a) About once every 2 weeks | <input type="checkbox"/> (d) Three days a week |
| <input type="checkbox"/> (b) About once a week | <input type="checkbox"/> (e) Occasionally for a special project |
| <input type="checkbox"/> (c) Two days a week | |

6. What kinds of work would you expect him/her to do while teleworking? (*Choose all that apply*)

To make your selection, put the cursor over the box you want to mark, right click the mouse, and select "Properties." Under "Default value" in the dialog box mark "Checked."

- | | |
|--|---|
| <input type="checkbox"/> (a) Writing | <input type="checkbox"/> (f) Research |
| <input type="checkbox"/> (b) data analysis | <input type="checkbox"/> (g) Talking on the phone |
| <input type="checkbox"/> (c) Data management/ computer programming | <input type="checkbox"/> (h) Email |
| <input type="checkbox"/> (d) Administrative | <input type="checkbox"/> (i) Field visits |
| <input type="checkbox"/> (e) Reading | <input type="checkbox"/> (j) Planning |