

Wayland Baptist University Telecommuting Assessment

Supervisors are expected to carefully evaluate each position within their unit or department to determine if the duties can be performed remotely. Upon determining that a position is deemed conducive to telecommute, supervisors should ensure that the employee possesses particular traits, and a telecommute space that is conducive to work.

5. Is the employee comfortable working alone and/or through tele/video conferences? What assistance tips would be helpful to ensure the employee is able to adjust to the relative isolation of working at home? Would the employee have the self-control to work neither too much nor too little and set a comfortable and productive pace while working at home?

...Yes No

6. Telecommuters should have a good understanding of the departmental and organizational "culture." Is the employee knowledgeable about the organization's procedures and policies? Has the employee been on the job long enough to know how to effectively complete assignments/tasks in accordance with the organization's procedures and policies? Does the C ET /P <</M

