**Telecommuting Checklist**

**Employee**

* Can the employee work independently?
* Does the employee have appropriate training / knowledge to understanding position requirements?
* History of reliable, independent and responsible self management?
* Support of supervisor
* Ability to establish priorities and meet deadlines
* Does position lend itself to job share or remote access?
* FLSA status?
* Are there clear standards identified?
* Can productivity / outcomes be measured?
* Does employee have to attend meetings? In person?
* Delivery / cost of materials?
* Technology and system requirements?
* Does the technology exist to allow the employee to work remotely?
* When and how will they access the network?
* Backup technology?
* Does employee embrace technology?
* To what extent are the demands time sensitive?
* Is the approach a substitute for child care?
* Need for interacting face to face?
* Family and home space issues?

**Supervisor and / or Manager**

* Can the supervisor establish goals?
* Can accountability / standards be established?
* Is the supervisor supportive?
* Short term or long term?
* Can the supervisor evaluate performance?
* Coaching?
* Career path?
* How to communicate organization news and information?
* Are meetings necessary?
* Can employee work independently?
* Does the organization support work / life balance?
* Do they REALLY support it?
* Equipment needs and who provides what
* Ergonomic assessment
* Insurance
* Job performance standards and evaluation
* Issues with recruitment, retention and engagement?
* Culture support and reinforce?
* Other employee reaction?
* Acceptable use policies and policy revisions
* Set boundaries
* Clear expectations
* When to pull the plug- when is not working?

**Critical Questions**

1. Is telecommuting a smart decision?
2. How will you screen employees?
3. How will you define and measure performance?
4. Will a career suffer?
5. Will creativity and collaboration suffer?
6. What about employees “left behind” in the office?
7. Do you have an exit strategy?