**“Is Remote Work A Good Fit” Checklist**

This document is meant to be used to determine if the position and the employee are a good fit for working remotely. Both the supervisor and the employee should complete this assessment and be able to agree on an 80% or higher for each question listed below.

A successful remote worker has particular traits, a position suitable for such arrangement and a work space that is conductive to the work. Read each numbered section below and check the box that most accurately describes your/the employee’s situation.

* *If answers to Questions 1 through 8 are “Always”, “usually”, or “Yes” and every item under Question 9 and 10 are checked, the employee is likely to be successful at working remotely.*

Checklist

1. Successful remote workers develop regular routines and are able to set and meet their own deadlines. Are you self-motivated, self-disciplined and able to work independently; can you complete projects, duties, and assignments on-time with minimal supervision and feedback; and are you productive when no one is checking on you or watching you work?
	* Always (100% of time)
	* Usually (80% of time)
	* Sometimes (50% of time)
	* Seldom (25% of time)
2. Do you have strong organizational and time-management skills; are you results-oriented; will you remain focused on your work while at home, and not be distracted by television, housework, or visiting neighbors; do you manage your time and workload well, solve many of your own problems and find satisfaction in completing tasks on your own; are you comfortable setting priorities and deadlines; and do you keep your sights on results?
	* Always (100% of time)
	* Usually (80% of time)
	* Sometimes (50% of time)
	* Seldom (25% of time)
3. Are you comfortable working alone and disciplined enough to leave work at quitting time; can you adjust to the relative isolation of working at home; can you adjust to missing the social interaction at the office on your remote work days; do you have the self-control to work neither too much nor too little; can you set a comfortable and productive pace while working at home?
	* Always (100% of time)
	* Usually (80% of time)
	* Sometimes (50% of time)
	* Seldom (25% of time)
4. Are you adaptable to changing routines and environments; have you demonstrated an ability to be flexible about work routines and environments; and are you willing to come into the office on a regularly scheduled remote day if your supervisor, co-workers or customers need you there?
	* Always (100% of time)
	* Usually (80% of time)
	* Sometimes (50% of time)
	* Seldom (25% of time)
5. Are you an effective communicator and team player; do you communicate well with your supervisor and co-workers; are you able to express needs objectively and develop solutions; and have you developed ways to communicate regularly with your supervisor and co-workers that you can use when you work remotely?
* Always (100% of time)
* Usually (80% of time)
* Sometimes (50% of time)
* Seldom (25% of time)
1. Current job performance is a strong indicator of your potential success as a remote worker. Consider how any problems or developmental needs evident in your last performance evaluation might affect your remote work experience. Are you successful in your current position; do you know your job well; and do you have a track record of meets or exceeds performance standards?
* Always (100% of time)
* Usually (80% of time)
* Sometimes (50% of time)
* Seldom (25% of time)
1. Remote workers should have a good understanding of the organization’s “culture.” Are you knowledgeable about your organization’s procedures and policies; have you been on the job long enough to know how to do your job in accordance with your organization’s procedures and policies; do you have well-established work, communication and social patterns at the office?
* Yes
* No
1. Have you and your supervisor discussed whether co-workers would have additional work when you work at home and, if so, how the work would be handled; have you determined how to provide support to co-workers while working at home; do you have an effective working relationship with co-workers; and have you evaluated the effects of your remote work days and those of your co-workers in maintaining adequate in-office communication?
* Yes
* No
1. Do you have the right job for working remotely?
	* Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer
	* Minimal requirements for direct supervision or contact with the customer
	* Low face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail.
	* Minimal requirements for special equipment.
	* Ability to define tasks and work products with measurable work activities and objectives.
	* Ability to control and schedule work flow.
	* Tasks include those that could be done away from the office.
2. Do you have an appropriate work environment from which to work remotely?
	* Household members who will understand you are working and will not disturb you.
	* A safe, comfortable work space that is ergonomically correct?
	* The level of security required by the employer can be assured.
	* The necessary office equipment and software to meet employer standards.
	* A telephone, with a separate home office line if required, and voice mail.