

Telework Suitability Checklist for Employees

This checklist provides employees with a tool to evaluate their readiness for a possible teleworking/flexible work schedule assignment. Employees should complete this evaluation based on multiple factors including, but not limited to, their most recent Full Cycle Performance appraisal, the conduciveness of their position for teleworking/flexible work scheduling, their perception of their ability to be successful, and preparedness for the responsibility and accountability expected in a teleworking/flexible work environment.

Employees can find guidance about determining position and employee suitability for teleworking/flexible scheduling in the [Teleworking and Flexible Work Schedule Guidelines](#).

Employee Name:		Position Title:
<i>Instructions: Circle the most accurate answer for each statement</i>		
Yes	No	I have consistently met or exceeded performance expectations.
Yes	No	I have met or exceeded expectations on my most recent full-cycle performance evaluation.
Yes	No	I have not been disciplined or placed on a corrective action/remedial development plan over the last 18 months.
Yes	No	I am not currently serving a probationary period.
Yes	No	I have demonstrated the ability to work with minimal oversight.
Yes	No	I communicate proactively and effectively with my supervisor, colleagues, and others while completing my work.
Yes	No	I demonstrate a full understanding of my position, role, responsibilities, performance expectations, and follow all policies and procedures.
Yes	No	I manage my time independently and effectively and I consistently meet deadlines.
Yes	No	I have a safe, designated workspace at my alternate work location.
Yes	No	I have a designated workspace where I can complete my work and keep university documents, equipment, and data secure at my alternate work location.
Yes	No	My alternate work location is in North Carolina.
Yes	No	I am requesting a telework assignment.
Yes	No	I am requesting a flexible work schedule.

I understand that if I answer "no" to any of the above questions, I may not be prepared to telework at this time. I understand that I can consult with my supervisor to discuss my interest in teleworking/flexible work scheduling options for my position. I also understand that approval of teleworking/flexible work scheduling may not be suitable for me or my position.

****NOTE: This form should be completed on DocuSign (link below)****

[Telework Suitability Checklist on DocuSign](#)