

Am I a Good Candidate for Telework?

What are my reasons for wanting to telecommute?		
What elements of my job can be performed off-site? Which cannot?		
What metrics should I and my manager use to measure my performance and the overall effectiveness of a telework arrangement, if it were to be approved?		
How and when will I do my work?		
Where in my house will I do my work?		
What tools and equipment do I need to do my work?		
How will I make sure that no one but me uses the computer with company software and access to the company's database?		
	YES	NO
Do my performance manager, my colleagues and my clients understand and support the concept of telework? What will be their concerns, and how do I plan to resolve them?		
Will I have appropriate dependent care in place while I am working?		
How will my colleagues and workflow be affected?		
Do I have above-average communication and organizational skills?		
Do I have a good enough working relationship with my performance manager, colleagues and clients to work remotely?		
Am I willing to take responsibility for getting the job done, no matter what it takes?		
Am I flexible enough to return to my usual place of work to respond to urgent business needs if required at any time by my manager?		