

# 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?		
	<b>YES</b>	<b>NO</b>
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?		