Tompkins County Department of Human Resources
125 East Court Street, Ithaca, NY 14850 | P: (607) 274-5526 | F: (607) 274-5401 | www.TompkinsCountyNY.gov
Inclusion through Diversity

EMPLOYEE-ASSESSMENT FOR TELEWORK SUITABILITY

(Attach completed assessment to submitted "Request for Telework Arrangements" form)

Department Heads or Supervisors must complete this form once a "*Request for Telework Arrangements*" form has been received from an employee. This assessment will assist to determine if such employee meets criteria for telework arrangements.

Employee Name: _____ Position Title: _____

Department: _____ Department Head: _____

Show your agreement with the following statements by marking the most appropriate response (high level of agreement indicates a potentially successful work-from-home employee).

Criteria Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
This employee's job responsibilities fit well with a telework concept, allowing tasks to be completed away from an office setting.	☐	☐	☐	☐	☐	☐
This employee's position requires minimal face-to-face contact.	☐	☐	☐	☐	☐	☐
This employee has a thorough knowledge and full understanding of the work tasks assigned to them.	☐	☐	☐	☐	☐	☐
This employee performs at an overall satisfactory level or above.	☐	☐	☐	☐	☐	☐
This employee's telework schedule will not have a negative impact on the department or County.	☐	☐	☐	☐	☐	☐

This employee has the ability to work independently and doesn’t require close supervision.	☐	☐	☐	☐	☐	☐
This employee works well within deadlines.	☐	☐	☐	☐	☐	☐
This employee is self-directed and self-motivated.	☐	☐	☐	☐	☐	☐
This employee is dependable and accountable.	☐	☐	☐	☐	☐	☐
This employee communicates well with supervisors, co-workers and clients.	☐	☐	☐	☐	☐	☐
This employee has shown demonstrated productivity, which can be easily monitored and measured.	☐	☐	☐	☐	☐	☐
The employee is not easily distracted.	☐	☐	☐	☐	☐	☐
The employee has good computer skills.	☐	☐	☐	☐	☐	☐
The employee is efficient and organized.	☐	☐	☐	☐	☐	☐