



Following are two survey forms that you should use to help determine the best candidates for telecommuting within your organization. The first is to be completed by interested employees, and the second by their immediate supervisor.

**SELECTION SURVEY FOR EMPLOYEES**

Teleworking is the concept of working from home or another location (e.g., telework center) on a full or part-time basis. The attached questionnaire must be completed by each person interested in participating in the company’s teleworking program. Every supervisor/manager must also fill out a similar questionnaire on their employees who are interested in teleworking. The results of both the employee and supervisor questionnaires will be used for selecting potential teleworkers.

**Teleworking Screening Survey for Employees**

Name \_\_\_\_\_

Supervisor \_\_\_\_\_ Classification \_\_\_\_\_ Department \_\_\_\_\_

1. Please describe your current job tasks.

\_\_\_\_\_  
\_\_\_\_\_

2. The following four groups of characteristics relate respectively to your existing work, to your future work as it can be adapted to teleworking, to you as an employee, and to your manager. Please rate each characteristic as either high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

**Existing Work Characteristics**

*Please rate the following according to your existing job requirements and characteristics.*

- \_\_\_\_\_ Amount of face-to-face contact required
- \_\_\_\_\_ Degree of telephone communications required
- \_\_\_\_\_ Autonomy of operation
- \_\_\_\_\_ Ability to control and schedule work flow
- \_\_\_\_\_ Amount of in-office reference material required



**Future Work as a Teleworker**

*Please rate the following job characteristics in terms of their adaptability to teleworking.*

- \_\_\_\_\_ Amount of face-to-face contact required
- \_\_\_\_\_ Degree of telephone communications required
- \_\_\_\_\_ Autonomy of operation
- \_\_\_\_\_ Ability to control and schedule work flow
- \_\_\_\_\_ Amount of in-office reference material required

**Employee Characteristics**

*Please rate the following according to your own characteristics as an employee, and as a teleworker.*

- \_\_\_\_\_ Need for supervision, frequent feedback
- \_\_\_\_\_ Importance of co-workers' input to work function
- \_\_\_\_\_ Discipline regarding work
- \_\_\_\_\_ Desire/need to be around people
- \_\_\_\_\_ Potential friction at home if teleworking (e.g. interruptions due to caring for sick child or spouse)
- \_\_\_\_\_ Level of job knowledge
- \_\_\_\_\_ Quality of work

**Supervisor Characteristics**

*Based on your perceptions of your supervisor's attitude towards teleworking, and his/her management style, please rate your supervisor according to the following.*

- \_\_\_\_\_ Positive attitude toward teleworking
- \_\_\_\_\_ Trusts employee's ability to telework
- \_\_\_\_\_ Ability to establish clear objectives
- \_\_\_\_\_ Ability to communicate with employees

3. Considering the nature of your job, how much would you want to telework?  
(Circle one only)

- (a) About once every 2 weeks
- (b) About once a week
- (c) Two days a week
- (d) Three days a week
- (e) Occasionally for a special project



4. What kinds of work would you expect to do while teleworking? (Circle as many as apply.)
- (a) Writing/typing
  - (b) Word processing
  - (c) Data management/  
computer programming
  - (d) Administrative
  - (e) Reading
  - (f) Research
  - (g) Talking on the phone
  - (h) Sending/receiving electronic mail
  - (i) Field visits
  - (j) Thinking/planning
  - (k) Other (please specify) \_\_\_\_\_

5. Given the amount of teleworking you want to do, and the kinds of work you would do while teleworking, what equipment/services would you need, and which of those do you currently have? (Check appropriate box.)

	<b>Need</b>	<b>Currently Have</b>
Computer/terminal	_____	_____
Printer	_____	_____
Modem	_____	_____
Desk, filing space, other furniture	_____	_____
Facsimile machine	_____	_____
Voice Mail	_____	_____
Other (please specify)	_____	_____

6. Do you have adequate space in your home to dedicate to working?
- (a) Yes                      (b) No
7. Are there any distractions/obligations that will make working at home difficult or impossible?
- (a) Yes                      (b) No



### SELECTION SURVEY FOR SUPERVISORS

Teleworking is the concept of working from home or another location (e.g., telework center) on a full or part-time basis. Every supervisor/manager must fill out a questionnaire on their employees who are interested in teleworking.

#### Teleworking Screening Survey for Supervisors

Name \_\_\_\_\_

Names of employees under your direct supervision who are considered candidates for teleworking:

\_\_\_\_\_

1. Is the work done by any of your staff as it currently exists or with modifications suitable for teleworking, at least part of the time?

(a) Yes

(b) No Please explain why: \_\_\_\_\_

(This completes the survey for you -- thanks!)

2. Please describe the kind of work your employees do.

\_\_\_\_\_  
\_\_\_\_\_

3. The rest of the survey should be completed for each of your employees who are interested in participating in the teleworking program. Some questions, such as those dealing with your management style, will probably have the same answers for each employee. Please rate each characteristic as either high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

Some questions, however, will inevitably have different answers for different employees. Please duplicate this form for each employee.



**Existing Work Characteristics**

*Please rate the following according to your employee's existing job requirements and characteristics.*

- \_\_\_\_\_ Amount of face-to-face contact required
- \_\_\_\_\_ Degree of telephone communications required
- \_\_\_\_\_ Autonomy of operation
- \_\_\_\_\_ Ability to control and schedule work flow
- \_\_\_\_\_ Amount of in-office reference material required

**Future Work as a Teleworker**

*Please rate the following job characteristics for your employee in terms of his/her adaptability to teleworking.*

- \_\_\_\_\_ Amount of face-to-face contact required
- \_\_\_\_\_ Degree of telephone communications required
- \_\_\_\_\_ Autonomy of operation
- \_\_\_\_\_ Ability to control and schedule work flow
- \_\_\_\_\_ Amount of in-office reference material required

**Employee Characteristics**

*Please rate the following according to your employee's characteristics.*

- \_\_\_\_\_ Need for supervision, frequent feedback
- \_\_\_\_\_ Importance of co-workers' input to work function
- \_\_\_\_\_ Discipline regarding work
- \_\_\_\_\_ Desire/need to be around people
- \_\_\_\_\_ Potential friction at home if teleworking (e.g. interruptions due to caring for sick child or spouse)
- \_\_\_\_\_ Level of job knowledge
- \_\_\_\_\_ Quality of work

**Supervisor Characteristics**

*Based on your attitude towards teleworking and work style, please rate the following.*

- \_\_\_\_\_ Positive attitude toward teleworking
- \_\_\_\_\_ Trust employee's ability to telework
- \_\_\_\_\_ Ability to establish clear objectives
- \_\_\_\_\_ Ability to communicate with employees



4. What criteria do you use to evaluate your employee's work? (For example: quality of work, quantity of work, timeliness, etc. Please be specific.)

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5. Considering the nature of your employee's jobs, how much would you want him/her to telework? (Circle one only)

- |                              |  |
|------------------------------|--|
| (a) About once every 2 weeks | (d) Three days a week                  |
| (b) About once a week        | (e) Occasionally for a special project |
| (c) Two days a week          |  |

6. What kinds of work would you expect him/her to do while teleworking? (Circle as many as apply.)

- |  |                                       |
|--|---------------------------------------|
| (a) Writing/typing                           | (f) Research                          |
| (b) Word processing                          | (g) Talking on the phone              |
| (c) Data management/<br>computer programming | (h) Sending/receiving electronic mail |
| (d) Administrative                           | (i) Field visits                      |
| (e) Reading                                  | (j) Thinking/planning                 |
|  | (k) Other (please specify)            |