Telework Effectiveness Assessment

Regularly evaluating the effectiveness of the telework arrangement is beneficial for employees and managers. Routine telework assessments can provide opportunities for communicating updates and progress, and planning for current and anticipated changes. The format below may be modified to meet the work needs of individuals, managers and their departments.

Manager________________________ in Department______________________________
Assessment for Employee________________________

Have concerns emerged with respect to the telework arrangement in the areas below? (check all that apply)

☐ Communication with manager
☐ Communication/networking with colleagues
☐ Being adequately prepared for the work to be completed at the telework site
☐ Working independently
☐ Setting and meeting deadlines
☐ Ergonomics/safety
☐ Policies
☐ Equipment
☐ Other (please specify)_____________________________________________________

In order to correct any problems that have emerged, I suggest following improvement plan______
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Other Comments__________________________________________________________
______________________________________________________
______________________________________________________

Follow-Up Meeting Scheduled for____________________________________________

Reviewed by:
Employee____________________________________ on Date____________________
Employee Signature_______________________________________________________

Manager________________________________________ on Date____________________
Manager Signature_______________________________________________________