

Teleworker's Job Assessment

Suitable to telework:

- Does the work require thinking or writing, such as data analysis, reviewing cases, and writing reports?
- Is the work telephone-intensive, such as setting up a conference, obtaining information, and contacting clients?
- Is the work computer-oriented, such as programming, data entry, and word processing?
- Is the work output measurable (quantified)?
- Does the employee have the autonomy to manage his or her work flow?
- Would the employee benefit from quiet or uninterrupted time?

Probably not suitable to telework:

- Is the employee's physical presence required on the job at all times?
- Does the job require extensive face-to-face contact with supervisors, other employees, clients, or the public?
- Does the job require access to materials that are only available in the office?
- Do security issues require that the work be conducted from the office?