

**King County Metro  
Teleworker Selection Assessment Form for Employees**

Telework is a workplace strategy that can involve working from home or another location on a full- or part-time basis. Teleworking can be a productive scheduling practice for many employees, although it will not be feasible for all employees. Telework arrangements are successful when an employee's work responsibilities and personal work style are well matched with working away from the office.

This assessment form provides an opportunity to consider whether teleworking will be an effective tool for meeting organizational and personal objectives. Responses to this form will help you and your supervisor assess if teleworking can work for you.

This form may be completed by employees interested in participating in the telework program.

**Teleworking Screening Survey for Employees**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Department: \_\_\_\_\_

**1.** Please describe your current job tasks. For example research, data entry and processing, reports, customer service, writing, administrative, reading, computer programming, field visits and other.

**2.** Which of your tasks can you do from home?

**3.** Which of your tasks can't you do from home?

#### 4. Employee Characteristics

On a scale of one to five please rate the following according to your own characteristics as an employee:

Need for supervision, frequent feedback

1 (No need)	2	3 (Neutral)	4	5 (High need)
<input type="checkbox"/>				

Importance of co-workers' input to work function

1 (Not important)	2	3 (Neutral)	4	5 (Very important)
<input type="checkbox"/>				

Discipline regarding work

1 (No discipline)	2	3 (Neutral)	4	5 (High discipline)
<input type="checkbox"/>				

Desire/need to be around other employees

1 (No need)	2	3 (Neutral)	4	5 (High need)
<input type="checkbox"/>				

Potential friction at home (e.g., interruptions due to caring for dependents)

1 (No friction)	2	3 (Neutral)	4	5 (High friction)
<input type="checkbox"/>				

Level of job knowledge

1 (None)	2	3 (Neutral)	4	5 (High)
<input type="checkbox"/>				

Quality of work

1 (Low quality)	2	3 (Neutral)	4	5 (High quality)
<input type="checkbox"/>				

5. Considering the nature of your job, how much would you want to telework? (Choose one)

- |   |   |
|---|---|
| <input type="checkbox"/> (a) About once every two weeks | <input type="checkbox"/> (d) Three days a week                  |
| <input type="checkbox"/> (b) About once a week          | <input type="checkbox"/> (e) Occasionally for a special project |
| <input type="checkbox"/> (c) Two days a week            | <input type="checkbox"/> (f) Other: _____                       |

6. Do you have adequate space in your home/at a remote location to dedicate to teleworking?

Yes

No

7. Do you have the equipment you need to work from home (i.e. computer, high-speed internet, desk, etc)?

Yes

No

No, but will set up  
by (enter date):

\_\_\_\_\_

8. Are there any distractions/obligations that will make teleworking difficult or impossible?

Yes

No

**Please explain:**

\_\_\_\_\_

**Thank you for completing this Teleworker Selection Assessment!**