

Sample Telecommuting Checklist

Section 1: Identify Employee Needs & Criteria

S/N	Issues to Consider	Comments
1	Reason(s) for request to telecommute.	
2	Requested duration, e.g. 5 days, 2 months, etc.	
3	Requested frequency, e.g. full day, half-day, 3-times weekly, etc.	
4	What are the eligibility criteria for telecommuting? This may vary between organisations, e.g. length of service, performance ranking, job role, etc.	
5	Does the employee fulfil the criteria?	

Section 2: Identify Business Needs

S/N	Issues to Consider	Comments
1	Can the job be done effectively within the proposed schedule? Consider access to information and equipment, need for face-to-face interaction to fulfil job role, etc.	
2	Does the employee demonstrate the necessary skills, ability and experience to do the job under the proposed schedule? Refer to the employee's performance appraisal records.	
3	What issues would the proposed schedule present to external and/or internal customers, co-workers, managers, etc. Consider the job responsibilities and impact on other parties. Job responsibilities should not be passed down to another co-worker unless there is agreed re-definition of job scopes which will then have to be clearly defined.	
4	Can these issues be resolved?	
5	Are there any security measures regarding access to and/or use of proprietary information and documents?	

S/N	Issues to Consider	Comments
7	<p>What criteria will be used to monitor performance and results?</p> <p>Managers should have clear standards and evaluate all teleworkers and their co-workers based on similar standards. These standards should be clearly communicated before the telecommuting arrangement begins to avoid future misunderstanding.</p>	
8	<p>What review process will be used to evaluate the arrangement?</p>	

Section 3: Administration and logistics

S/N	Issues to Consider	Comments
1	<p>What equipment are required to enable the request, e.g. laptop, server and internet access, mobile phone, scanner, etc.</p> <p>Teleworkers need to ensure effectiveness of communication with their manager(s), co-workers and external/internal customers, as well as ease of access to information to get the job done.</p>	
2	<p>Is the equipment readily available or easily made available?</p>	
3	<p>Has the impact, if any, on salary and benefits been clarified?</p> <p>As employees usually work the same amount of hours, salary should remain the same. However, organisations should note that this is not a legal enforcement by the government, but rather a guideline to a set of best practices.</p> <p>Likewise, staff benefits should not be affected for the same job role.</p>	
5	<p>Has a cost-benefit analysis been conducted? What is the outcome of the analysis?</p>	
6	<p>What immediate or long-range savings might result from the proposed schedule?</p>	