



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E °

# Teleworking Evaluation Worksheet

Teleworking arrangements are appropriate only when both the employee's abilities and the nature of the work performed meet the minimum criteria set out below. Additionally, positions that are **not** suited to Telework are those that:

1. Require regular face-to-face contact with a supervisor, other employees, students, or the public; or
2. Require routine access to information or materials that are available only at the usual workplace.

**To be completed by the Supervisor prior to the Teleworking Arrangement form.**

Employee Name:	ULID:
Job Title:	Department:
Effective date(s) of arrangement: to	Immediate Supervisor:

\*Requests for accommodations under the Americans with Disabilities Act must first be reviewed and approved by the EEO/ADA Coordinator at [hrcompliance@louisiana.edu](mailto:hrcompliance@louisiana.edu).

Use this worksheet to assess whether a teleworking arrangement would be a good fit for a specific position. If any of the answers are "No," can a solution be worked out? If so, describe possible solution(s).

Employee Criteria	Yes	No	Proposed Solution
Does the employee have the ability to successfully organize, manage time, work independently and productively with minimal supervision, and have at least a satisfactory work performance history?			
Does the employee have a thorough knowledge and understanding of their job functions and the equipment required to Telework?			
Does the employee have access to a remote worksite that is safe and free from interruptions?			
Is the employee able to provide the security necessary to adequately protect any University information and equipment used at the remote worksite?			

Position Criteria	Yes	No	Solution
Can the duties of the position be performed without an employee's presence at the usual workplace on a daily or routine basis?			
Does the position possess job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit?			
Does the position allow an employee to be as effectively supervised as if the job functions were performed at the usual workplace?			
Does the position emphasize the electronic production or exchange of information using computers, modems, fax machines, or phones?			
Does the position involve measurable or quantifiable work product?			
Does the position have a minimal need for specialized materials or equipment available only at the usual workplace?			

**SUPERVISORS:** If both the employee's abilities and the nature of the work performed meet the minimum criteria, you may proceed to the Teleworking Arrangement form.

\_\_\_\_\_  
 Immediate Supervisor

\_\_\_\_\_  
 Date Completed