

# Employee Telework Screening Survey



Connecting Disconnected Data™

Each employee interested in participating in a teleworking program must complete this screening survey. When you have finished completing this survey, please give it to your supervisor. Your supervisor will complete the second half of this form, the “Supervisor Telework Screening Survey.” If your supervisor approves you for teleworking, your supervisor will then share it with your division director who will make the final decision about your ability to telework.

**Employee Name**

**Supervisor Name Department**

\_\_\_\_\_

\_\_\_\_\_

1. Please describe your current job tasks.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please rate each of the following characteristics as high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

- \_\_\_ Amount of face-to-face contact required
- \_\_\_ Degree of telephone communications required
- \_\_\_ Autonomy of operation
- \_\_\_ Ability to control and schedule work flow
- \_\_\_ Amount of in-office reference material required

### **YOUR PERSONAL CHARACTERISTICS:**

Please rate the following according to your own characteristics as an employee, and as a teleworker.

- \_\_\_ Need for supervision, frequent feedback
- \_\_\_ Importance of co-workers' input to work function
- \_\_\_ Discipline regarding work
- \_\_\_ Desire/need to be around people
- \_\_\_ Level of job knowledge
- \_\_\_ Quality of work

3. What kind of work do you expect to do while teleworking?

(Select as many as apply.)

\_\_\_ Insurance verification

\_\_\_ Financial Counseling

\_\_\_ Denials Management

\_\_\_ Scheduling

\_\_\_ Pre-registration

\_\_\_ Other (please specify) \_\_\_\_\_

4. Do you have adequate space in your home to dedicate working?

\_\_\_\_\_ Yes \_\_\_\_\_ No

5. Are there any distractions/obligations that will make working at home difficult or impossible?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What is your current internet speed? \_\_\_\_\_

7. How would you handle child care when school is out or during holidays?

\_\_\_\_\_