

## Evaluating Your Telework Program

Your telework program will grow and change as your company does. Evaluating your program is the best way for your company to know what and how to improve. The following are sample evaluations for teleworkers and managers to use to assess their teleworking program. Feel free to add or edit these evaluations as appropriate for your company.



### For Teleworkers: Evaluating Your Telework Program

1. Is your telework schedule flexible enough?
2. Have your relationships changed?
3. Has your job changed?
4. Identify any resources that you use regularly and are usually available in the office, but are difficult to access when you are teleworking, such as reference books or archival files.
5. Identify any equipment needs that you could use at home to improve your effectiveness and productivity.
6. What has worked well/increased your effectiveness?
7. What has caused problems/made you less effective?
8. How has teleworking changed the way you do your job to facilitate teleworking?
9. What skills have you strengthened due to teleworking?
10. How do you feel that teleworking enhances or undermines the organization's overall goals and culture?
11. If you were to give advice to a co-worker who was about to start teleworking, what would it be?

### For Managers: Evaluating Your Telework Program

1. When conducting performance evaluations, do you find that you assess a teleworker's performance differently than a non-teleworker's performance?
2. Do you communicate with telework employees any differently when they are working away from the office?

3. How has the productivity of your employees changed since they began teleworking?
4. Has your management style changed since you or your employees began teleworking?
5. Does teleworking create more work for you?