Jobs Suitable for Telework

Not all positions or employees are suitable for teleworking. Typical jobs suitable for telework, tend to have:

a. Requirements that can accommodate working away from the office for one or more days per week
b. Routine contact with other employees and/or clients
c. Job duties that can be done effectively inside or outside of the office

The following is a sample of professions and job duties that typically can be considered for teleworking:

Accountant
Administrative Assistant
Agent
Appraiser
Architect
Auditor
Budget Analyst
Computer Scientist
Consultant
Contract Monitor
Customer Service
Data Analysis
Data Entry Clerk
Economist
Employment Interviewer
Engineer
Financial Analyst
Investigator
Journalist
Lawyer
Manager
Payroll transaction processing
Programmer
Psychologist
Researcher
Scientist
Systems Analyst
Tax Examiner
Telephone-intensive tasks
Training Designer

Transcriptionist
Web page design
Word processing
Writer
Keep in mind that this is just a limited listing of categories for consideration. A company should not base eligibility on job titles alone. Nor should a company set any hard rules of who can and can’t telework (i.e., managers or only part-time workers, etc.). A smart approach is to review each job individually and base decisions on the tasks at hand. Are company materials and documents too sensitive to transfer offsite for telework? Can some of the job tasks be performed remotely? An employee might telework only one day a week, or even once every two weeks. The key to every successful telework program is flexibility. Design a program that works for your company’s specific needs.