

## Traits of Successful Teleworkers

Typically, suitable telework candidates are established employees who have demonstrated the following strengths or work habits:

- Self-motivated
- Require little supervision
- Successful performance evaluations
- History of dependability
- Function independent of direct supervision
- Can deal with isolation
- Very well organized with good time management skills
- Has an appropriate home work site that includes privacy and few distractions
- Has adequate level of job skills and knowledge
- Does not need a lot of social interaction
- Results-oriented
- Views teleworking as an alternative to traditional work environment
- Volunteers for the program
- Knowledgeable about computer software and hardware
- Mutual trust with their managers
- Understands that teleworking is not a substitute for child and/or elderly care



Source: Florida State Employee Telework Program